



**EUROPEAN DETERRANCE INITIATIVE (EDI)
CYBER READINESS (CR) SUPPORT SERVICES
PERFORMANCE WORK STATEMENT (PWS)**



Name:	HEADQUARTERS UNITED STATES AIR FORCES EUROPE /AIR FORCES AFRICA (HQ USAFE-AFAFRICA)
Organization:	COMMUNICATIONS DIRECTORATE (A6)
Contracting Activity:	GSA FEDERAL ACQUISITION SERVICE REGION 3
Contract Type:	FIRM-FIXED PRICE
Contract Vehicle:	GSA ALLIANT SB GWAC
Executive Summary:	Non-personal services supporting advanced theater wide cyber, communications, and information systems implementation for HQ USAFE-AFAFRICA A6 Communications Directorate. This includes requirements analysis, assessment, and technical solution development of Wing, and Geographically Separated Units (GSU), and theater-wide systems supporting all USAFE-AFAFRICA personnel.



1.0. MISSION: The HQ USAFE/AFAFRICA A6, Communications Directorate (hereby referred to as A6), located at Ramstein Air Base (AB), Germany provides the command reliable and responsive communications and knowledge-based operations capabilities across the full spectrum of operations, from tactical through strategic. A6 ensures integrated, responsive, and reliable command and control, intelligence, and deployable communications support throughout the command. A6 is responsible for the operational planning, delivery, sustainment, integration, and management of deployed United States Air Force (USAF) communications capabilities, networks, and applications in the United States European Command (USEUCOM) and United States Africa Command (USAFRICOM) theaters. The 86th Communications Squadron, Wing Cyber Readiness team provides operational cyber subject matter expertise to the 86th Airlift Wing, Headquarters USAFE, and North Atlantic Treaty Organization (NATO) foreign mission partners. This consists of developing, implementing and standardizing active cyber defense, mission assurance.

USAFE-AFAFRICA directs air operations in a theater spanning three continents, covering more than 19 million square miles, containing 104 independent states, and possessing more than a quarter of the world's population and more than a quarter of the world's Gross Domestic Product.

USAFE-AFAFRICA consists of one Numbered Air Force (NAF), seven main operating bases (MOB) and 114 geographically separated locations.

Third Air Force supports USEUCOM and USAFRICOM as the Component NAF responsible for maintaining continuous theater-wide situational awareness and providing the commander of Air Force forces here the capability to command and control assigned and attached Airmen.

The USAFE-AFAFRICA main operating bases are:

- Royal Air Force (RAF) Lakenheath, United Kingdom
- RAF Mildenhall, United Kingdom
- Ramstein AB, Germany
- Spangdahlem AB, Germany
- Aviano Air Base, Italy
- Incirlik Air Base, Turkey

These bases report to Third Air Force for day-to-day and contingency operations.

1.1. Scope. This section provides a general overview of the governments intentions with this services support contract. The specific PWS services are defined in the Requirements and Description Section (paragraph 2.) below. Under the direction of USAFE/A6 Cybersecurity branch, the contractor shall maintain regulatory requirements of Cybersecurity for USAFE main operating bases and geographically separated location's Secret Internet Protocol Routed Network (SIPRNet) and Non-Classified Internet Protocol Routed Network (NIPRNet) enclaves, and give guidance/assistance/solutions with regard to overall cyber readiness. The contractor shall provide subject matter expertise to USAFE Communications Squadrons and Wings.

1.2. Risk Management Framework (RMF) Transition. The Department of Defense (DoD) Risk Management Framework (RMF) process, used to manage the lifecycle of cybersecurity risk to the DoD, replaced the DoD Information Assurance Certification and Accreditation Process (DIACAP) in Mar 2014; however, several information technology (IT) systems and enclaves are still in transition. While RMF is the term used in this PWS, the contractor is likely to encounter systems certified and accredited under DIACAP.

1.3. Objectives. The objectives of this task order are to improve and maintain cybersecurity and its ability to protect the missions which depend upon USAFE NIPRNET, SIPRNET, and incorporated information systems. The work shall be accomplished by contractors residing at multiple locations within USAFE Area of Responsibility (AOR), see para 4.1.;4.1.2.1. and 4.1.2.2. for further details. The contractors, shall serve as subject matter experts (SMEs) during annual Assessment and Accreditation (A&A) validation (continuous monitoring) by conducting on-site validation and review using National/DoD/AF standards (e.g. Defense Information Systems Agency (DISA) Security Technical Implementation Guides (STIGs), National Institute of Standards and Technology (NIST), SP 800-12), collecting/developing artifacts and providing recommendations



for mitigations and follow-on actions. The contractor, at the Government's request, shall assist unit inspection preparation team providing required expertise in Mission Defense, Vulnerability Management, Computer Network Defense, and general network security consulting. The contractor shall also support the Wings ability to be "cyber ready". The contractor shall also support the U.S. Department of State and DoD Theater Security Cooperation (TSC) efforts by providing subject matter expertise during engagements with USAFE's assigned foreign partners in and around Europe with the goal of enabling information sharing. The Contractor shall follow all applicable commercial and military standards which include, but are not limited to the references cited in Attachment 1.

- Department of Defense Instruction (DoDI) 8500.01, Cybersecurity
- DoDI 8510.01, *Risk Management Framework (RMF) for DoD Information Technology (IT)*
- Committee on National Security Systems Instruction 1253, "Security Categorization and Control Selection for National Security Systems"
- National Institute of Standards and Technology Special Publication 800-53, "Security and Privacy Controls for Federal Information Systems and Organizations"
- National Institute of Standards and Technology Special Publication 800-53A, "Guide for Assessing the Security Controls in Federal Information Systems and Organizations: Building Effective Security Assessment Plans"
- National Institute of Standards and Technology Special Publication 800-39, "Managing Information Security Risk: Organization, Mission, and Information System View"
- National Institute of Standards and Technology Special Publication 800-30, "Guide for Conducting Risk Assessments"
- All applicable DISA Security Technical Implementation Guides (STIGs) and Security Review Guides (SRGs)
- AFI 17.130, *Cyber Security Program*
- AFI 17-101, *Risk Management Framework (RMF) for Air Force Information Technology (IT)*

Where existing commercial or military standards allow for options or are undefined, the Contractor shall make written recommendations to the Contracting Officer Representative (COR) or Technical Representative (TR). Upon acceptance of the recommendation by the COR or TR, it will be incorporated as a USAFE standard for implementation throughout the Command. The deliverables for system assessments and risk management framework will be completed internal to DoD systems listed in the PWS (Enterprise Mission Assurance Support System (eMASS), Information Technology Investment Portfolio System (ITPS), System Network Approval Process (SNAP)/SGS and USAFE SharePoint sites for briefings). The contractor shall inform the necessary Government personnel when deliverables are submitted in a system.

1.4 Future Projections. To account for the possibility that the Government's requirements may increase at a faster rate than currently projected, the Government reserves the right to increase the estimated overall ceiling value of this Task Order by as much as 20% over the life of the Task Order (TO), if necessary. Such increases shall only apply to additional effort that clearly fall within the scope of the PWS and within the performance period of the TO, including all available option periods.

Fluctuations in the Government's requirements over the life of the task order are difficult to project at this time given uncertainties of the cybersecurity needs in theater today versus the way they will be delivered in the future; as well as the uncertainties in real world events. If support is required, the Government will specify the scope, timeline, and extent of such requirements post-award.

It is expected that Contractor will scale support (expands or contract resources, see para 6.14. for details) to provide appropriate staffing levels to meet the government's emerging needs. The ceiling value of the task order will be adjusted to accommodate the potential increases or decreases associated with such change.

2.0. REQUIREMENTS/DESCRIPTION OF SERVICES: The contractor shall provide non-personal services for wing-level Cyber Readiness (Command & Control Readiness Inspection (CCRI) and RMF) support services for USAFE-AFAPRICA NIPRNET and SIPRNET.

2.1. TASK REQUIREMENTS: The nature of the services supporting this contract do not allow the Government to predict and identify every deliverable in advance, and are therefore referenced in the detailed tasks described below, in more general terms. All products (evaluations, results, plans, documentation, solutions, etc.) resulting from the following subparagraphs shall be delivered to the COR or TR, within the stated timelines. Depending on the complexity of the subject



matter, specific deliverable time frames may not be established for each of the tasks required below, in such cases, products shall be delivered to the COR, or TR, according to the COR's established timeline. The contractor shall deliver the products on the date specified by the COR or TR.

2.1.1 Base Assessments/Sustainment (A&A and CCRI Reviews).

The Contractor shall conduct assessments of SIPR/NIPR network/enclave/system security posture (e.g. A&A validation and testing, CCRI preparation) providing guidance, assistance, mitigation recommendations and familiarization to personnel on cyber security to include prepare/advise pre-, post-, and during-inspections. Contractor will attain and sustain programs and other inspectable items at a level ensuring a passing CCRI score. Additionally, Contractor will maintain accreditation at a level consistent with AF DAA/AO and DoD requirements for all base enclaves and provide situational awareness of assigned USAFE-systems involving the services of Ramstein Air Base and select USAFE operating locations as determined by USAFE/A6. USAFE/A6 has the option to have personnel travel to another base for specific regional support. The contractor will travel to locations to conduct assessments in either of the (7) European Main Operating Bases (MOB's) identified above or the (114) Geographic Separated Units (GSU's).

Positions are for assessment, training support, assistance, and products for A&A of all AF circuits/enclaves. The required assessment, services, training support and products fall into following categories: Maintenance of the MOB and GSU's A&A tracking products including DISA Connection Approval Process (CAP) for SNAP and Global Information Grid Interconnection Approval Process (GIAP) circuit management tools, eMASS and ITIPS entry procedures, DISA Continuous Monitoring Risk Scoring (CMRS) efforts, training and assisting MOB/GSU personnel in the A&A process from HQ USAFE including migration to DoDI 8500.01 Risk Management Framework (RMF) when directed, assistance in CCRI and Inspector General (IG) support to all bases in Europe and in preparation and delivery of A&A products listed below.

2.2.1.1 Deliverables: Assessment & Authorization (A&A) Products.

*Maintain current NIPR/SIPR ATO

Creation of Comprehensive RMF products for the theater circuits/enclaves via eMASS are required. These product must include all requirements in accordance with (IAW) applicable DoD and AF Instructions. RMF specifically; the following products must be provided:

1. System Identification Profile (SIP)
2. RMF Implementation Plan
3. System Topology
4. RMF Scorecard
5. Security Validation Report
6. Plan of Action and Milestones (POA&M)
7. Artifacts (Evidence Control has been met, i.e. STIG/Scan results, Policies, Charters etc. unit provided)
8. 8. Create SOPs, checklists or other documentation to sustain programs under the CCRI umbrella

2.2.1.2 Deliverables: Command Cyber Readiness Inspection (CCRI) Products

*Achieve/maintain/sustain satisfactory score (70 or above) or higher on NIPR/SIPR

1. Reports scorecard to HQ USAFE-AFAFRICA/A6 leadership and project lead
2. Bi-weekly estimate of Wing/base CCRI Score (Cyber Readiness Review Report) to communications squadron commander
3. Monthly estimate of Wing/base and executive level brief of CCRI Score (Cyber Readiness Review Report) to corresponding group/wing commander (or equivalent)
4. Risk Assessment Report (residual risk and mitigation plan)



5. SIPR Uptime Policy Compliance & situational awareness
6. Functional System Administrator (FSA) situational awareness
7. CCRI Scoping and Coordination Worksheet
 - a. Network Address Declaration (NAD) Sheet
 - b. Program Management (PM)/Program of Record (POR) list
8. Maintain/Update CCRI dashboard for leadership (86th Communications Squadron only)
9. 9. Create SOPs, checklists or other documentation to sustain programs under the CCRI umbrella

2.1.2 86 CS/Wing Cybersecurity RMF Subtasks

The Contractor shall provide non-personal services to include all management, tools, equipment, and labor necessary to accomplish the duties of the Risk Management Framework Subject Matter Expert (RMF SME). The services required under this PWS section are mission essential as defined by DoDI 1100.22, *Policy and Procedure for Determining Work Force Mix*.

The RMF SME is the primary cybersecurity technical advisor to the Information System Owner (ISO) for Air Force IT. For base enclaves, the RMF SME manages the installation cybersecurity program, typically as a function of the Wing Cybersecurity Office. That program RMF SME may also serve as system RMF SME for the enclave and reports to the Communications Squadron Commander (CS/CC) as the Program Manager (PM) for the base enclave. The RMF SME shall:

- Advise the AO to maintain the authorization of the system throughout its lifecycle.
- Complete training and maintain cybersecurity certification IAW AFMAN 17-1303, *Cybersecurity Workforce Improvement Program* (Individuals in this position must be United States (U.S.) citizens). Proof of training (e.g. certificate) is included as an artifact to the information system (IS) or Platform Information Technology (PIT) systems Authorization & Accreditation (A&A) package.
- Support the ISO on behalf of the AO in implementing the RMF.
- Identify, implement, and ensure full integration of cybersecurity into all phases of their acquisition, upgrade, or modification programs, including initial design, development, testing, fielding, operation, and sustainment IAW AFI 63-101, *Integrated Life Cycle Management*, DoDI 8510.01 and AFI17-101 for guidance.
- Plan and coordinate for all IT cybersecurity requirements IAW applicable guidance.
- Ensure that IS and PIT systems under their purview have cybersecurity-related positions assigned in accordance with AFMAN 17-1303.
- Ensure the IS or PIT system is registered IAW AFI 17-110, *Information Technology Portfolio Management and Capital Planning and Investment Control*.
- Ensure operational systems maintain a current Authorization to Operate (ATO).
- Ensure all changes are approved through a configuration management process, are assessed for cybersecurity impacts and reported to the Security Control Assessor (SCA) as applicable.
- Track and implement the corrective actions identified in the POA&M in eMASS. POA&Ms provide visibility and status of security weaknesses to the ISO, Information Owner(s), AO and AF Senior Information System Owner (SISO).
- Report security incidents to stakeholder organizations. The PM/SM will conduct root cause analysis for incidents and develop corrective action plans.
- Ensure the program is resourced with individuals knowledgeable in security engineering and security technical assessments IAW AFMAN 17-1303. These efforts support the SCA's assessment and the AO's authorization decision for IT that is subject to the RMF process IAW AFI 17-101.



- In coordination with the Information Owner/Steward, ensure that a Privacy Impact Assessment is completed for IT that process and/or stores Personal Identifiable Information (PII).

Performance will be assessed per the Quality Assurance Surveillance Plan (QASP). The services summary (SS) will identify specific tasks and timeframes, also the primary duties addressed in para. 2.1.1. shall be assessed.

2.1.3 CCRI/RMF Lead Project Manager and Technical Director.

One (1) contractor personnel will be assigned to work directly with Chief Information Officer Support (USAFE/A6CI) Staff (based onsite at HQ USAFE/A6 at Ramstein AB, Germany). This contractor will interface with The AF AO office at Air Force Space Command (AFSPC) A2 - Directorate of Intelligence/A3 - Directorate of Operations/A6 - Directorate of Communications and his/her Security Control Assessors (SCAs) to coordinate and to help standardize USAFE efforts toward completing and maintaining the RMF process. This contractor will augment assessment teams as required.

One (1) contractor personnel will reside at USAFE/A6CI. The contractor will work closely with the 691 Cyber Operations Squadron as the Technical Director to develop enterprise tool situational awareness for USAFE MOBs. The USAFE CCRI technical director will work directly for the PM and provide CCRI enterprise technical expertise to all USAFE MOBs. The contractor may be tasked with travel to provide site assistance visits in the USAFE AOR.

Deliverables: USAFE CCRI and RMF Products

RMF SME Deliverables: Plan of Action and Milestones for all SIPR and NIPRNet enclaves undergoing RMF. Coordination with RMF team members to relay lessons learned and way a heads to obtain Authority To Operate (ATO) from the AF AO. A list of acceptable artifacts (accepted by the SCAs) by controls set.

Lead Project Manager

1. Estimate of all USAFE Wing/base CCRI Score NIPR and SIPR (Cyber Readiness Review Report)
2. Estimate of all USAFE Wing/base ATO NIPR and SIPR
3. Provides direction to technical director and base contractors

Required Personnel Skill Sets

Full period position (1920 hours per individual) requires project management experience, DoD 8570.1-M certified at IAM Level III* and expert in the following DoD, AF, DISA, NIST, NIAP and USAFE processes is required.

Technical Director

1. USAFE MOB CCRI Monthly Status Brief (directed by 691 Cyberspace Operations Squadron (COS))
2. NIPR/SIPR Enterprise Tool Weapon Health
3. Trend Analysis
4. Action Plan
5. Manage Public Facing Accreditation
 - a. Ports Protocols Services Management (PPSM)
 - b. White listing (Virtual Private Network (VPN), Outlook Web Access (OWA))

Required Personnel Skill Sets

Full period position (1920 hours per individual) requires project management experience, DoD 8570.1-M certified at IAM Level III* and expert in the following DoD, AF, DISA, NIST, NIAP, HBSS, ACAS, SYSTEM Center Configuration Manager (SCCM), ARAD and USAFE processes is required.

2.2. Reports/Activity Tracking/Documentation. The contractor shall keep the COR, or TR, informed of all activities, as outlined in subparagraphs 2.1.1, through 2.1.3., via written communication. The contractor shall provide reports by



electronic means and in an electronic form prescribed by an A6 format. The contractor shall participate in, and use, government processes and procedures and data repositories to track incident, problem, project, task and administrative activities/information. With COR approval, information captured by these means may be summarized and/or referenced rather than duplicated in other reports. The following pre-defined reports are required:

2.2.1. Trip Reports. The contractor shall provide trip reports within 5 business days of the conclusion of travel. Trip Reports shall contain such information as the dates, locations, purpose and travelers involved in any travel taken in the performance of this TO. The trip report shall identify any issues or risks revealed that may have an impact on the systems and/or programs germane to this TO plus any action item that must be accomplished by any party in order to accomplish the goals of this TO.

2.2.2. Operational and Service Management Reports. The contractor shall submit work documents such as design, plans, technical reports, assessments, project plans, and other products, as assigned within the COR or technical representative, within the specified time frame.

2.2.3. Monthly Summary Reports (MSR). The MSR shall be provided to the COR within 5 business days of the beginning of each month.

2.2.4. Phase-in Plan. The contractors approach to the transition period shall provide detailed descriptions of the steps and responsibilities during the transition phase along with associated timelines (to include start and end dates) and interface with the Government. The plan shall be delivered to the COR within 2 business days of contract award. In addition to guiding the phase-in process, the final plan; with descriptive information, problems and solutions; shall be delivered to the COR within 5 business days of performance start.

2.3. Mission Essential (ME). Services detailed in this TO are non-Mission Essential. Contractor employees supporting this TO shall be non-Mission Essential and non-deployable.

2.4. Clearance Requirements. All contractor personnel working directly on this TO shall possess a U.S. SECRET clearance.

2.5. Data Calls. To collect existing records to complete this task, data calls shall be requested through official forms of communication through government representatives. The primary tool used for requesting information shall be the USAFE-AFACR Task Management Tool (TMT) or Executive Staff Summary Sheet (eSSS).

2.5.1. The contractor shall draft TMT or eSSS documents and submit to the technical representative for release. The contractor shall ensure that the TMT task or eSSS is accurate and written in the prescribed format.

2.5.2. The contractor shall collect all data call products processed during performance of this task order and save it in the Government provided NIPRNet or SIPRNet document library.

2.6. Documentation Library: The contractor shall establish a working and published document library on a Government furnished platform.

2.6.1. The contractor shall create the record repository if required using one of the existing platforms available: Microsoft SharePoint, shared drives, or file server.

2.6.2. The contractor shall maintain the record library for the duration of the contract and manage permissions for all who require access within the USAFE-AFACR theater. The COR and USAFE A6 Government personnel will have access.

3.0. SERVICES DELIVERY SUMMARY.

3.1. The Service Delivery Summary (SDS). Will be IAW AFI 63-138, *Acquisition of Services* and Federal Acquisition Regulation (FAR) Subpart 37.6. *Performance Based Acquisition*. SDSs defined in this TO. The contract service requirements are summarized in performance objectives that relate directly to mission critical items. Failure to be considered a mission essential service does not relieve the contractor from performance. The performance threshold briefly describes the minimally acceptable levels of service required for each requirement. The SDS provides information on contract requirements, the expected level of contractor performance and the expected method of government validation and confirmation of services provided. These thresholds are critical to mission success. Procedures as set forth in the FAR 52.212-4 (a), Contract Terms and Conditions - Commercial Items, Inspection/Acceptance, will be used to inspect all non-mission essential services in this PWS and to remedy deficiencies. During the first 30 days of the contract, two additional



errors on each task shall be allowed in an effort to identify normal phase-in problems, except for any periodic cleaning service.

3.2. Assessment Method: Each SDS will be assessed and rated on the monthly QASP Surveillance Checklist.



Table 1. SERVICES DELIVERY SUMMARY (SDS).

Performance Objective	PWS Para	Performance Threshold	Method of Assessment
SS-1 Provide Quality Service	1.0 and 1.1 and sub paragraphs	Contractor receives no more than one validated customer complaint/Corrective Action Report per Task Order (TO). Contractor successfully resolves validated customer complaints within 14 calendar days of receipt, 100% of the time.	Monthly Inspection, Customer Complaint
SS-2 Provide Timely Response to Contract Emergencies	1.1 including its sub paragraphs	Two hour response is required where reasonable. Subject to review by COR in instances where the timeframe is not met.	Monthly Inspection
SS-3 Provide Trained and Experienced Personnel	1.4 including sub paragraphs and 1.6 including sub paragraphs	Clearance and certifications stay current.	Monthly Inspection
Knowledge Transfer and Mentoring	6.5.1./6.5.2.	To be accomplished in conjunction with weekly RMF meetings and other scheduled meetings where available.	Monthly Inspection
Provides requested/ required documentation, plans, reviews, solutions, reports, & presentation, etc. and materials on time and accurately	2.2.1.1./2.2.1.2/B3	90% of deliverables provided accurate, and on time (specified in each paragraph) each month, with no more than two (2) sets of corrections/edits. All corrections shall be accomplished within two (2) business days. If the delivery time frame is not specifically cited in the individual paragraphs then the two (2) business day time frame applies. 5% of deliverables/ correction may exceed due date by not more than 3 business days.	Monthly Inspection

4.0. GENERAL REQUIREMENTS.

4.1. Place of Performance. Will be on Government installations primarily located in Germany. Principal place of performance is Ramstein AB, Germany (GE); Spangdahlem AB, Germany; RAF Lakenheath, United Kingdom (UK); and Aviano AB, Italy (IT). In performance of this PWS the Government may require contractor personnel to travel to units within the European Theater of Operations to include sites located in countries other than defined (para 4.1.2.1. and 4.1.2.2.) on a temporary duty basis. If performance is required at a location other than the principal place of performance, i.e., other worldwide Government locations on a temporary basis, travel shall be IAW the Joint Travel Regulation (JTR) and guidelines contained in this PWS.

4.1.1. Alternate Place of Performance. Contractor employees may be required to telework from home, at contractor's facility, or at another approved facility within the local travel area (e.g., Network Center). Any equipment such as laptops or phones provided to contractor personnel shall be returned at the termination of the engagement or at another time



mutually agreeable to both parties. Telework arrangements require prior approval from the COR. While teleworking, the contractor shall prepare all work products and other documentation utilizing government provided resources (i.e. government laptop). To the extent possible, the contractor shall use best efforts to provide the same level of support as stated in the PWS. In the event the services are impacted, reduced, compromised, etc., as a result of teleworking, the Contracting Officer (CO) or the contractor may request an equitable adjustment.

4.1.2. Temporary Travel Locations.

4.1.2.1. **Main Operating Bases:** Ramstein AB, GE; Spangdahlem AB, GE; Aviano AB, IT; Incirlik AB, Turkey (TU); RAF Lakenheath, UK; RAF Midlenhall, UK; Lajes Field, Portugal (PO).

4.1.2.2. **Geographically Separated Units (GSU):** Some of the key GSUs that will be visited are RAF Molesworth, UK; RAF Croughton, UK; RAF Fairford, UK; Geilenkirchen, GE; Moron AB, Spain (SP); Izmir AB, TU; Ankara, TU. Additional GSUs may be visited if directed by the A6 or COR; reference USAFEI 10-505, *Geographically Separated Unit and Tenant Support*, for a complete list of GSUs and their supporting MOBs.

4.2. **Normal Hours of Performance.** The standard work hours for this contract are 0800 to 1700, Monday through Friday, for a standard 40-hour workweek. Host Nation holidays are considered regular work days. Contractors who work beyond the standard 40 hour workweek, without other contract provisions, shall do so at no additional charge to the Government. The COR and the contractor shall coordinate on split shifts and flexible scheduling requirements. Flexible scheduling refers to starting the business day at a time other than 0800 hours, but will not alter the standard work week of 40 hours cited above. The contractor shall work any flexible workday schedule within the pre-negotiated contract pricing.

4.2.1. On-Call support, on a case-by-case basis, beyond regular duty hours will be reimbursed IAW paragraph 4.9. guidelines.

4.2.2. For situational awareness and planning purposes, the contractor shall notify the COR in writing for planned vacations and other planned absences 30 days in advance.

4.2.3. The following U.S. Federal Holidays are recognized and the contractor is not required to work on these dates, unless otherwise specified in the PWS.

Table 2. Recognized U.S. Federal Holidays.

New Year's Day - January 1
Martin Luther King Day - 3 rd Monday in January
President's Day - 3 rd Monday in February
Memorial Day - Last Monday in May
Independence Day - July 4 th
Labor Day - 1 st Monday in September
Columbus Day - 2 nd Monday in October
Veteran's Day - November 11 th
Thanksgiving Day - 4 th Thursday in November
Christmas Day - December 25 th

4.3. Contractor Reimbursement for Employee Travel Expenses for Temporary Duty (TDY).

4.3.1. Contractor employees may have occasions under this contract to travel from their regular duty location to a temporary duty location, both within and outside the Continental United States. Passports and Visa's may be required. All contractor travel shall be coordinated and approved by submitting the Letter of Identification (LOI) to the COR and obtain advance written approval, IAW para 4.3.4., for the travel about to be conducted. The contractor's request for travel shall be in writing, to include email, and contain the dates, locations, and estimated cost of the travel and shall allow a minimum lead time IAW Table 3.

The Not-To-Exceed dollar value established for the Reimbursable Travel is \$200,000.00 for the base period of performance, and \$200,000 for each option period(s) 1 through 4. This Travel ceiling shall not be exceeded without the advanced written approval of the GSA Contracting Officer.



Table 3. Travel Notification Timeframes.

Duration of TDY in Days	Minimum Lead Time Notification
1 – 2 business days	3 business days
3 – 7 business days	5 business days
More than 7 business days	10 business days

4.3.2. Travel may be required for the following reasons:

4.3.2.1. To support USAFE and Foreign partners as a Cybersecurity SME.

4.3.2.2. To participate and Assessment and Authorization activities in relation to RMF.

4.3.2.3. To support the USAFE/AFAFRICA enterprise (e.g., on-site support, attending Technical Exchange Meetings, attending/facilitating training sessions, etc.).

4.3.3. The contractor shall be responsible for obtaining all passenger transportation, lodging and subsistence, both domestic and overseas, required in performance of the TO. Allowable travel costs are described in FAR 31.205-45. If the travel arrangements cause additional costs, which exceed those previously negotiated, written approval by the CO is required prior to undertaking such travel. The JTR does not apply to contractors, however, may be used to aid the CO in making individual decisions regarding travel rules. Cost associated with contractor travel shall be IAW FAR 31.205-46, *Travel Costs*. The contractor shall travel using the lowest cost mode transportation commensurate with the mission requirements. Travel will be reimbursed on a cost reimbursable basis, no profit or fee will be paid.

4.3.4. Travel 100 kilometers or more outside the Government assigned work areas will be performed using official LOIs. LOIs shall be prepared by the contractor for coordination and funding by the COR, with approval from the CO, to include per Diem IAW the JTR. The contractor shall generate a Travel Authorization Request (TAR), and forward to the COR for approval prior to contractor's travel IAW Table 3.

4.3.5. Transportation, per diem, and lodging expenses required in the performance of temporary duty shall be reimbursed to the contractor IAW the FAR 31.205-46. Lodging shall be reimbursed at actual costs incurred, but shall not exceed the maximum allowable rate as set in the JTR. Reimbursement for travel shall be limited to those expenses specifically authorized by the above-referenced regulations. When commercial air travel or car rental is authorized, the contractor shall utilize coach, tourist, or similar accommodations. When Government quarters are available and approved, the contractor employee shall use them.

4.3.6. The contractor shall be paid a per diem allowance for each day an employee is required to remain overnight away from his/her normal duty station while on official temporary duty status. Transportation and lodging expenses incurred in the performance of temporary duty will be reimbursed at actual costs incurred but shall not exceed the maximum allowable rates as set by the JTR. Meals and Incidental Expenses (M&IE) will be reimbursed at the published M&IE rate for the dates and locations of travel. Payment for temporary duty expenses will be made on a cost-reimbursable basis.

4.3.7. The contractor shall be reimbursed for travel and per diem expenses IAW the regulations cited above, not to exceed amounts allowable under the JTR. Payment shall be made directly to the contractor on a cost-reimbursable basis, upon submission of proper invoices and supporting documentation to the COR.

4.3.8. Invoices for reimbursable travel shall be submitted as soon as possible but within 15 business days from the end of the travel period.

4.4. Logistical Support. The Government will provide logistics support to authorized contractor employees and their dependents to the extent that these services are available at the location where the contract is to be performed and as authorized by current applicable Air Force and European theater regulations, by current applicable international agreements and arrangements, by current policies, and the local installation commander. Lack of availability of any of these services shall not serve as a basis for claims by a contractor against the Government for increased cost of contract performance. The contractor shall prepare and process all requests for logistical support through the COR and the CO, if required. Department of Defense Dependents Schools (DoDDS) is available on a space-guaranteed, (contractor) tuition-paying basis only. The extent of additional financial Logistical Support is limited to the capped amount funded with each



Fiscal Year. The contractor will be re-imbursed upon delivery of supporting documentation presented with the re-imbursable invoice under the applicable CLIN. The maximum allowable cost for logistical support each year is \$700,000.00. For additional guidelines on logistical support, please see Appendix G.

4.4.1. Logistic Support Authorized. An authorized contractor employee is defined as an employee who has been hired as a consequence of this contract and is employed at least 20 hours per week, in a paid status on this contract (reference AE Regulation 600-700, para 5.14.8.).

4.4.1.1. Abuse of Privileges. The contractor shall include a provision in his employment agreement with these employees to provide for disciplinary actions, or discharge for cause, of the employee for any abuse of privileges authorized to herein. The U.S. Government retains the right to withdraw privileges as a result of contractor employee abuse at no additional cost to the U.S. Government. This provision in no way will prohibit disciplinary action or legal prosecution by either the U.S. Government or the host country government. Services or privileges may be denied on an individual basis at the discretion of the Installation Commander.

4.4.1.2. The contractor shall assure that upon termination or transfer of any employee who is granted logistic support, action is taken simultaneously with the termination of employment to assure that said employee ceases to have access to the services granted under logistic support. Local policy directs the contractor to turn in Common Access Cards (CAC) or other documents pertinent to or peculiar to the contract or privileges there under are turned over to the issuing office upon termination or transfer of any employee. The contractor shall require a written receipt of such return and shall immediately forward a copy to the COR within 2 business days of Termination.

4.5. Government Property Incidental to the Workplace/Services. The contractor shall ensure accurate control and accountability of all government property IAW Government regulations. The contractor shall perform general and administrative work off the Government facility. Other than Information Technology Equipment (ITE), that each individual contractor requires to perform on this TO, no other government property will be provided. The services and space provided to the contractor are for official use only. Each individual contractor employee shall be required to sign hand receipts for all ITE that they exclusively use, e.g. all equipment on their desk top. This includes laptops for travel/ out of office use. The contractor shall not be required to sign for multiple-user ITE, such as network equipment, network printers, scanners and servers. The Government will provide access to computer-based training websites for any higher headquarter (HHQ)-directed training. The contractor employees shall maintain currency in all required Higher Headquarter (HHQ)-directed training; examples include Information Protection, Human Relations, etc. and shall provide certificates to the COR within 5 business days of completion.

4.5.1. Workspace: The Government will provide the contractor adequate office workspace to perform the requirements of the TO and all office supplies necessary to perform the requirements of this TO, at all of the directed performance locations.

4.6. Non-Personal Services. This is a TO for non-personal services, defined by FAR Part 37 as "Contract under which the personnel rendering the services are not subject either by the contract's terms or by the manner of its administration to the supervision and control usually prevailing in relationships between the Government and its employees".

4.6.1. The Government will not supervise or otherwise direct contractor employees nor control the method by which the contractor performs the required tasks. The contractor shall not supervise or otherwise direct Government employees, nor shall the contractor supervise employees of other contractors outside the contractor's own subcontracting/ teaming arrangements.

4.6.2. Under no circumstances will the Government assign tasks to, or prepare work schedules for individual contractor employees. It shall be the responsibility of the contractor to manage its employees and to guard against any actions that are of the nature of personal services, or give the perception of personal services. If the contractor feels that any action constitute, or are perceived to constitute personal services, it shall be the contractor's responsibility to notify the TO CO immediately. These services shall not be used to perform work of policy/decision making or management nature, i.e. inherently Governmental functions. All decisions relative to programs supported by the contractor shall be the sole responsibility of the Government.



4.7. Contractors Identification. All contractors/subcontractors personnel shall be required to wear USAF-approved or provided picture identification badges so as to distinguish themselves from Government employees. When conversing with Government personnel during business meetings, over the telephone, in all recorded messages including those which are heard by callers attempting to contact contractor employees via answering machines or voice mail, or via electronic mail, contractor/ subcontractor personnel shall identify themselves as such to avoid situations arising where sensitive topics might be better discussed solely between Government employees. Contractors/subcontractors shall identify themselves on any attendance sheet or any coordination documents they may review. Identify themselves as contractor personnel at the onset of every meeting, conference or any other gathering attended in support of any service provisions to the Government. Identify themselves as contractor personnel on any correspondence, documents or reports accomplished or sent in support of any service provision to the Government, including but not limited to, correspondence sent via the U.S. Mail, facsimile or electronic mail (e-mail) inclusive of "out-of-office" replies. The contractor shall observe and otherwise be subject to such security regulations as are in effect for the particular premises involved. Electronic mail signature blocks shall identify their company affiliation. Where practicable contractor/ subcontractors occupying collocated space with their Government program customer shall identify their work space area with their name and company affiliation.

4.7.1. The contractor shall designate in writing, an on-the-premises representative to serve as point of contact for the contractor to the CO and the COR upon start of the mobilization phase.

4.7.2. All contractor and subcontractor employees shall dress to a commercial standard for a professional work environment.

4.8. Period of Performance.

The period of performance for this task order will be for a one (1) 1-year base period, to begin September 17, 2018 or date of award, whichever is later, with four (4) 1-year option periods as follows, depending on award date:

Base Period:	September 17, 2018 to September 16, 2019
Option Period 1:	September 17, 2019 to September 16, 2020
Option Period 2:	September 17, 2020 to September 16, 2021
Option Period 3:	September 17, 2021 to September 16, 2022
Option Period 4:	September 17, 2022 to September 16, 2023

The Government shall have the unilateral right to exercise option periods in accordance with FAR Clause 52.217-9 Option to Extend the Term of the Contract:

- a) The Government may extend the term of this contract by written notice to the Contractor within thirty (30) days of the contract expiration date; provided that the Government shall give the Contractor a preliminary written notice of its intent to extend at least sixty (60) days before the contract expires; alternately the absence of written notice does not preclude the Government from exercising the option periods. The preliminary notice does not commit the Government to an extension.
- b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

4.9 Optional Surge/Extended Work Week (EWW) Support.

The Government reserves the unilateral right to exercise the following optional Surge/EWW services. Options will be invoked through award of a Task Order modification issued by the Contracting Officer. Options may be invoked, in whole or in part, at the discretion of the Government.

At the time of exercising an option, the Government will further definitize requirements, where necessary to:

- a. Provide technical direction necessary to clearly delineate the extent of support and nature of work to be performed, deliverables and required timeframes, if any.
- b. Specify technical details about the specific environment (e.g. network, systems, applications, tools) where support is required.
- c. Identify place(s) of performance.



- d. Define the business hours in which support is required and specify requirements, if any, for providing 7-days a week, 24-hour coverage or recall during non-business hours.
- e. Identify required service level(s) and performance standards, if any.
- f. Specify security clearance requirements.
- g. Identify specific certification requirements of DoD 8570.01-M, *Information Assurance Workforce Improvement Program* applicable to the option being invoked.

Options described in this section may be invoked to support USAFE A6 and 86TH CS requirements that fall within the scope of this PWS. Optional Surge/EDW is anticipated to include technical skillsets similar to the labor mix performing mandatory services under this Task Order.

For proposal purposes, the Not-to-Exceed (NTE) value of this unburdened option is **\$200,000.00 per year**. The value of this option includes labor.

Examples of potential tasks and/or efforts that may impact this task order include the following but are not limited to:

1. Surge: Projects that require additional short-term, specialized technical expertise (e.g., Unified Capabilities SME to assist with optimization of audio/video capability on VDI).
2. Surge: Short-term (e.g., < 90 days) labor to execute a project over a compressed timeline (e.g., deploying additional thin, zero VDI clients to customers).
3. EDW: Working extended hours to respond to unplanned outages or support projects that require after-hours implementation.

Periodically (when requested, not to exceed quarterly), the contractor shall provide cybersecurity SME support for USAFE Theater Security Cooperation engagements with foreign partners in the form of briefings. The embedded USAFE contractors will travel to all locations selected by the Government (by the contract lead with approval from the COR) if required. The Government may require surge support during the period of performance, and surge modifications will be within the scope of the contract and provide increased support for the defined task areas of this PWS. Surge support over the life of the contract will not exceed 20% of the contractor's total proposed cost/price excluding any six-month extension of services pursuant to FAR 52.217-8.

Note: The surge described herein is to notify the contractor their travel processes should be flexible enough to allow the Full Time Employees (FTEs) to quickly make travel arrangements to be at a site within one week.

5.0. Security Requirements.

5.1. Individuals performing work under this TO shall comply with applicable program security requirements as stated in this TO PWS.

5.1.1. Per paragraph 2.4. the contractor employees must hold a U.S. Secret to work on this contract, which is a prerequisite for privileged access to the systems and networks. If NATO SECRET clearance is required, the applicable employees will be indoctrinated into NATO SECRET, as the need arises. In addition, the contractor employees may need to hold a U.S. Top Secret to perform certain duties, which will be identified as the need arises.

5.1.2. All contractor employees directly working on TO requirements shall possess a "SECRET" security clearances prior to performing services under the TO. The contractor shall comply with the security requirements IAW DD Form 254, *DoD Contract Security Classification Specification*. All contractors located on military installations shall also comply with Operations Security (OPSEC) requirements as set forth in DoD 5205.02-M, *DoD Operations Security (OPSEC) Program Manual*, AFI 10-701, *Operations Security (OPSEC)*, DoDD 5230.25, *Withholding of Unclassified Technical Data From Public Disclosure*, and the International Traffic in Arms Regulation (ITAR). IAW DoDM 5200.2, *Procedures for the DoD Personnel Security Program*, DoD military, civilian, consultants, and contractor personnel using unclassified automated information systems, including e-mail, shall have, at a minimum, a completed favorable National Agency Check plus Written Inquiries (NACI).



5.1.2.1. Operations Security. OPSEC shall be an integral part of this TO to ensure that USAFE-AFAFRICA and subordinate units' critical information is safeguarded. The following tasks will be required of all contractor/subcontractor performing any work under this PWS.

5.1.2.1.1. The contractor shall provide an OPSEC Plan that outlines the mitigation to be used for this TO to ensure that procedures are in place to protect critical information.

5.1.2.1.2. The contractor shall provide the OPSEC Plan not later than (NLT) 30 days from start of performance to the COR, or technical representative.

5.1.2.1.3. The contractor shall work with the USAFE OPSEC office to ensure the OPSEC Plan meets the needs of the government prior to the delivery date.

5.1.2.1.4. Personnel will be familiar with and utilize the USAFE-AFAFRICA Critical Information List (CIL) as well as any local CILs, when performing the tasks of this PWS.

5.1.2.1.5. Personnel will accomplish the OPSEC 1301 – *OPSEC Fundamentals* located on Advanced Distributed Learning System (ADLS) : https://golearn.csd.disa.mil/kc/main/kc_frame.asp. This will be used to establish a baseline knowledge of OPSEC, its importance, and basic OPSEC techniques.

5.1.2.1.6. Those provided with NIPR accounts will encrypt all emails containing work related information. This includes, but is not limited to, work hours and schedules, report of improper payments indentified, progress reports, personal information, payment disputes.

5.1.2.1.7. Those with SIPR access, communication involving work should be done on the SIPR (e.g., SIPR email) to the max extent possible.

5.1.2.1.8. Emails involving work details (word orders, hours, equipment status, limitations, etc.) should be passed as attachments on the Army's SAFE (Secure Access File Exchange website: <https://safe.amrdec.army.mil/SAFE/>, if encrypted NIPR email is not available.

5.1.2.1.9. Due to the sensitive nature of the information that the contractors would be working with, a 100% shred policy be implemented regardless of the classification of the material produced except for commercially produced products such as newspapers, magazines, etc.

5.1.2.1.10. In addition to the above baseline requirements, personnel will also follow the local OPSEC guidance if TDY or at other locations.

5.1.2.1.11. If there are any questions, concerns, please contact your local OPSEC Coordinator or HQ USAFE-AFAFRICA OPSEC Program Manager for additional guidance/assistance.

5.1.3. **System and Network Authorization Access Requests.** For contractor personnel who required access to DoD, DISA, or USAF computing equipment or networks, the contractor shall have the employee, prime or subcontracted, sign and submit a DD Form 2875, *System Authorization Access Request (SAAR)*, to the COR within 2 business days of being employed for work on this contract.

5.1.4. **Transmission of Classified Material.** The contractor shall transmit and deliver classified materials/reports IAW DoD 5220.22-M, *National Industrial Security Program Operating Manual*. These requirements shall be accomplished as specified in the PWS.

5.1.5. **Protection of System Data.** Unless otherwise stated in the TO, the contractor shall protect system design related documents and operational data whether in written form or in electronic form via a network IAW all applicable policies and procedures for such data, including DoD 5400.7, *DoD Freedom of Information Act (FOIA) Program* and DoDM 5200.2 to include latest changes, and applicable service/agency combatant command policies and procedures. The contractor shall protect system design related documents and operational data at least to the level provided by Secure Sockets Layer (SSL)/ Transport Security Layer (TLS); protected web site connections with certificate and/or user-identification (ID)/ password based access controls. In either case, the certificates used by the contractor for these protections shall be DoD approved Public Key Infrastructure (PKI) certificates issued by a DoD approved External Certification Authority (ECA) and shall make use of at least 128-bit encryption.



5.1.6. Physical Security. The contractor shall be responsible for safeguarding all government equipment, information and property provided for contractor use. At the close of each work period, government facilities, equipment, and materials shall be secured. When authorized in writing by the unit of assignment unit commander, contractors may be authorized to Open/Close the facility. Specific facility Opening/Closing training will be provided by the unit of assignment Unit Security Manager. The contractor shall comply with established security procedures. Security support requiring joint USAF and contractor coordination includes, but is not limited to, packaging classified information, mailing and receiving classified materials, implementing emergency procedures for protection of classified information, security checks, and internal security controls for protection of classified material and high value pilferable property.

5.1.7. Information Assurance (IA) Technical Considerations. The contractor shall provide security and information assurance support, protecting information and information systems, and ensuring confidentiality, integrity, authentication, availability, and non-repudiation. The contractor shall ensure that all deliverables meet the requirements of DoD Instruction (DoDI) 8500-01, *Cybersecurity for DoD Information Technology (IT)*, or the most current standards and guidance that are applicable. This includes C&A activities. The contractor shall provide application services support that are in compliance with and support DoD, USAF and PKI policies. The contractor shall support activities to make applications PKI-enabled (PKE) in order to achieve standardized, PKI-supported capabilities for biometrics, digital signatures, encryption, identification and authentication. The contractor shall assist in defining user and registration requirements of Local Registration Authority (LRA). The contractor shall provide solutions that meet confidentiality, data integrity, authentication, and non-repudiation requirements. Contractor solutions shall comply with National Institute for Standards and Technologies (NIST) and Federal Information Processing Standards (FIPS) as applicable. The contractor shall provide applications services support for Security, Interoperability, Supportability, Sustainability, Usability (SISSU) processes, Enterprise Information Data Repository certification.

5.1.7.1. Technical or management certifications are required for anyone performing Information Assurance activities. The contractor shall insure personnel are compliant with DoD 8570.01-M, (with all current changes), as stipulated in Section H, Clause H101 of the overarching Application Services Request for Proposal (RFP).

5.1.8. Industrial Security. The contractor shall comply with the provisions of DoD 5220.22M. The contractor shall comply with the security requirements for safeguarding classified information and classified materials, for obtaining and verifying personnel security clearances, for protecting Government property, and for the security of automated and non-automated information systems (AIS) and date are fulfilled. The contractor's AIS shall be protected such that unauthorized disclosure of classified and or sensitive information is prevented.

5.1.9. Employee Clearances. In addition to the requirements of para 2.4., the contractor shall not be authorized access to classified information; access to classified materials, or permitted to perform work on classified projects without proper security clearances, need to know and a signed Standard Form (SF) 312, *Classified Information Nondisclosure Agreement*. All contractor personnel, to include subcontractor employees, shall sign the SF 312 and provide the original signed letter to the COR within 3 business days of being employed for work on this contract. The contractor shall be responsible for obtaining employee security clearances to the access required for proper accomplishment of contract requirements. Contractor employees whose clearance has been suspended or revoked shall immediately be denied access to classified information and controlled unclassified information (CUI). The contractors inability to obtain proper employee security clearances shall not constitute an excusable delay in contract performance.

5.1.9.1. USAFE Non-Disclosure Agreement (NDA). In addition to the SF 312, referenced above, which covers the Non-Disclosure of Classified Information, the USAFE NDA must also be completed. All contractor personnel, to include subcontractor employees, shall sign the USAFE NDA agreement and provide the original signed letter to the COR within 3 business days of being employed for work on this contract Sample in Appendix E.

5.1.10. Listing of Employees. The contractor shall maintain a current listing of all contractor employees to include key personnel. The list shall include the employee's name, if CAC is authorized, provide DoD Identification Number (back of CAC card) and level of security clearance. The list shall be validated and signed by the company Facility Security Officer (FSO) and provided to the Sponsoring Agency's Security Manager, the COR and the CO within 10 business day of performance start. An updated listing shall be provided within 3 business days of a change in an employee's status or information.



5.1.11. **Special Access Programs (SAP).** For the purpose of efficient security administration, Special Access Programs which can include Communications Security (COMSEC), Single Integrated Operational Plan – Extremely Sensitive Information (SIOP-ESI), NATO Information, Restricted Data (RD), Formerly Restricted Data (FRD). The contractor shall process classified materials on Telecommunications Electronics Material Protected from Emanating Spurious Transmissions (TEMPEST) certified computers that have been approved by the Government for transmission of classified materials at the level of the security clearance required.

5.1.12. **Security Training.** The contractor shall provide employees with training required by DoDM 5200.01, Vol 3, *DoD Information Security Program: Protection of Classified Information* and AFI16-1404, *Air Force Information Security Program Management*. The contractor shall also provide initial and follow-on training to their contractor personnel who work with Air Force controlled/restricted areas (explained in AFI 31-101, *Integrated Defense* (ID)).

5.1.13. **Restricted Entry Requirements.** The contractor shall arrange for entry into restricted areas, base entry, vehicle passes, and other requirements in conjunction with notification of the Government security activity.

5.1.14. **COMSEC Notice.** All communications with DoD organizations are subject to COMSEC review. Contractor personnel shall be aware that telecommunication networks are continually subject to intercept by unfriendly intelligence organizations. The DoD has authorized the military departments to conduct COMSEC monitoring and recording of telephone calls originating from, or terminating at, DoD organizations. Therefore, contractor personnel are advised that any time they place a call to, or receive a call from, an USAF organization, they are subject to COMSEC procedures. The contractor shall assume the responsibility for ensuring wide and frequent dissemination of the above information to all employees dealing with official DoD information.

5.1.15. **Pass and Identification Items.** The contractor shall ensure that pass and identification, DoD Contractor Personnel Office (DOCPER) and Trusted Associate Sponsorship System (TASS) items required for contract performance are obtained for employees and non-Government owned vehicles. The contractor is responsible for following pass and identification, DOCPER and TASS processes and Air Force Federal Acquisition Regulation Supplement (AFFARS) clause 5352.242-9001 as amended by the Government or other requirements for applicable European country laws.

5.1.16. **Weapons, Firearms and Ammunition.** Contractor employees are prohibited from possessing weapons, firearms, or ammunition, on themselves or within their contractor-owned vehicle or privately-owned vehicle while on any installation covered under this contract unless explicitly allowed under USAFE or other applicable installation instructions and/or regulations. For Government installations in Germany contractor employees shall adhere to USAFE Instruction (USAFEI) 31-205, *Registrations and Control of Privately Owned Firearms and Other Weapons in Germany*.

5.1.17. **For Official Use Only (FOUO).** The contractor shall comply with DoD 5400.7, Chapter 4, requirements. This regulation sets policy and procedures for the disclosure of records to the public and for marking, handling, transmitting and safeguarding FOUO material.

5.1.18. **Reporting Requirements.** Contractor personnel shall report to an appropriate authority (COR, CO, and Government Office Manager) any information or circumstances of which they are aware that may pose a threat to the security of DoD personnel, contractor personnel, resources, and classified or unclassified defense information.

5.1.19. **Key Control.** The contractor shall establish and implement methods of making sure all keys issued to the contractor by the Government are not lost or misplaced and are not used by unauthorized persons. All government issued keys will be returned at the end of employment or contract. The contractor shall not duplicate any keys issued by the Government.

5.1.19.1. The contractor shall immediately report to the COR any occurrences of lost or duplicated keys. In the event keys, are lost or duplicated, the contractor may be required, upon written direction of the CO, to rekey or replace the affected lock or locks without cost to the Government. The Government may, however, at its option, replace the affected lock or locks or perform re-keying and deduct the cost of such from the monthly payment due to the contractor.

5.1.19.2. The contractor shall not loan issued keys to any other persons nor allow access by use of issued keys to other persons not associated with performance of work at the contract work site.

5.1.20. **Lock Combinations.** Access lock combinations are protected at the level of the material and or information stored and will be protected from unauthorized disclosure. The Contractor shall control access to all Government provided lock



combinations to preclude unauthorized entry. The contractor is not authorized to record lock combinations without written approval by the COR. Records with written combinations to authorized secure storage containers, secure storage rooms, or certified vaults, shall be marked and safeguarded at the highest classification level as the classified material inside the approved containers.

5.1.21. Local Area Network (LAN). The contractor(s), must have at a minimum a valid NACI verified through the Joint Personnel Adjudication System (JPAS) roster of validation from the contractor's security manager, will be provided access to the host base's unclassified computer network and its inherent capabilities including, but not limited to: Internet access, electronic mail, file and print services and network access. The contractor shall be aware of and abide with all Government regulations concerning the authorized use of the Government's computer network including the restriction against using the network to recruit Government personnel or advertise job openings.

6.0. Performance Reporting.

6.1. Quality Control. The contractor shall develop, implement and maintain a comprehensive quality control plan (QCP) that assures compliance with all requirements of this TO. The QCP shall demonstrate how the contractor plans to ensure quality performance across all products and services under this contract. The quality control plan shall be provided to the COR at the start of the actual performance on this TO, future updates shall be provided within 3 business days of updates. The QCP shall at a minimum document processes for the following:

- Providing quality service
- Quality control review of all deliverables
- Providing timely response to contract emergencies
- Providing trained, certified and experienced personnel
- Ensuring timely and effective communications
- Taking preventive and corrective actions
- Meeting reporting requirements

6.1.1. Quality Assurance. The Government will evaluate performance of the services listed in the SDS to determine if they meet the performance thresholds. When proper level of performance is not met, the CO will issue a Corrective Action Request (CAR). COR will follow the method of surveillance specified in the QASP (Appendix F). Government personnel will record all surveillance observations. When an observation indicates defective performance, COR will require the contractor to initial the observation. The initialing of the observations does not necessarily constitute concurrence with the observation, only acknowledgement that they have been made aware of the defective performance.

6.1.2. Corrective Action Request. When contract requirements are not met and subsequent corrective action is required, a CAR or electronic equivalent will be initiated by the COR (or the CO) IAW the guidelines listed in the QASP.

6.1.3. Performance Deficiency Resolution. Contractor shall take immediate action to correct all Government reported deficiencies and to prevent recurrence of the deficiency.

6.1.4. The contractor shall support and not interfere with COR, state, federal and other CO designated personnel in the performance of their official duties.

6.1.5. The contractor shall permit the CO or authorized representative access to all records, data and facilities used in the performance of the TO. Access shall be provided within 1 business day of the request and shall be for the purposes of verification of allowable cost, verification of personnel qualifications and items otherwise deemed necessary by the CO.

6.2. Contract Deliverables. The contractor shall provide deliverables as specified below and as separately identified in this PWS to include timeframes for TO deliverables, to the COR or technical representative. Specific delivery and repository instructions are defined in the individual paragraphs and para. 6.2.2. and 6.11. define format and style criteria.

6.2.1 Basis of Acceptance.

The basis for acceptance shall be compliance with the requirements set forth in the Task Order, the Contractor's proposal and other terms and conditions of the contract. Deliverable items rejected shall be corrected in accordance with applicable clauses.



Deliverables will be inspected for content, completeness, accuracy and conformance to Task Order requirements. Inspection may include validation of information or software through the use of automated tools, testing or inspections of the deliverables.

6.2.2 General Acceptance Criteria.

Deliverables will be accepted when all discrepancies, errors or other deficiencies identified in writing by the Government have been corrected. The general quality measures, set forth below, will be applied to each deliverable received from the Contractor under this task order:

- Accuracy – Deliverables shall be accurate in presentation, technical content, and adherence to accepted elements of style.
- Clarity – Deliverables shall be clear and concise; engineering terms shall be used, as appropriate. All diagrams shall be easy to understand, legible, and relevant to the supporting narrative. All acronyms shall be clearly and fully specified upon first use.
- Specifications Validity – All Deliverables must satisfy the requirements of the Government as specified herein.
- File Editing – All text and diagrammatic files shall be editable by the Government.
- Format – Deliverables shall follow Air Force Handbook 33-337, *The Tongue and Quill*, dated 27 May 2015 (**or latest edition**). Where none exists, the Contractor shall coordinate approval of format with the COR or TR.
- Timeliness – Deliverables shall be submitted on or before the due date specified.

For software development, the final acceptance of the software program will occur when all discrepancies, errors or other deficiencies identified in writing by the Government have been resolved, either through documentation updates, program correction or other mutually agreeable methods.

6.2.3 Draft Deliverables.

If the draft deliverable is adequate, the Government may accept the draft and provide comments for incorporation into the final version. All of the Government's comments to deliverables must either be incorporated in the succeeding version of the deliverable or the Contractor must demonstrate to the Government's satisfaction why such comments should not be incorporated.

If the Government finds that a draft or final deliverable contains spelling/grammatical errors, improper format, or otherwise does not conform to the requirements stated within this Task Order, the document may be immediately rejected without further review and returned to the Contractor for correction and resubmission. If the Contractor requires additional Government guidance to produce an acceptable draft, the Contractor shall arrange a meeting with the COR.

6.2.4 Written Acceptance/Rejection of Deliverables by the Government.

The Government will provide written acceptance, comments and/or change requests, if any, within five (5) work days from Government receipt of the draft deliverable.

Upon receipt of the Government comments, the Contractor shall have three (3) work days to incorporate the Government's comments and/or change requests and to resubmit the deliverable in its final form.

The Government shall provide written notification of acceptance or rejection of all final deliverables within three (3) work days. All notifications of rejection will be accompanied with an explanation of the specific deficiencies causing the rejection.

6.2.5 Non-Conforming Products or Services.

Non-conforming products or services will be rejected. Deficiencies will be corrected, by the Contractor, within three (3) work days of the rejection notice. If the deficiencies cannot be corrected within three (3) work days, the Contractor shall immediately notify the COR of the reason for the delay and provide a proposed corrective action plan within two (2) work days.



Table 4. Deliverables.

Item	Deliverable	PWS Para	Due Date
1	Kick-Off Meeting	Appendix F	Within 5 business days post award
2	Phase-in Plan		Within 2 business days of contract award and within 5 business days upon performance start
3	Travel Authorization Request	2.2.4.	No fewer than 7 business days prior to departure
4	Letter of Identification/CAC/DOCPER		Finalized within 14 calendar days of arrival.
5	Certificates	2.1.2.; 4.5.; B.1.1.2.	Prior to employee starting performance & within 5 business days upon change in Certification level
6	*Reserved		
7	*Reserved		
8	Monthly Status Report (MSR)	2.2.3.	Monthly
9	Non-Disclosure Agreement	5.1.9.; 51.9.1.	5 business days of employee start date
10	Assigned RMF SME Duties		Through the length of the TO
11	Weekly Update/ Increment Documents		By noon on last business day of the week and as requested by COR
12	Implementation Plans		30 business days of task assignment
13	Equipment Purchase Estimates		20 business days of task assignment
14	RMF System Metrics		20 business days of task assignment
15	Weekly RMF Project Meeting Minutes		2 business days of meeting
16	Research Documentation		10 business days of task assignment
17	Recommendation Documentation		10 business days of task assignment
18	Contractor Employee Listing	5.1.10	10 days of change in employee status
19	Quality Control Plan	6.1.	Upon performance start and 3 business days of updates
20	Manpower Reporting via secure data collection site (CMRA)	6.8.	NLT 31 Oct of each year



Item	Deliverable	PWS Para	Due Date
21	Representative Designation	6.5.1	Upon start of mobilization phase
22	DD 2875 (SAAR)	5.1.3.	Within 2 business days of being employed
23	Knowledge Transfer	SDS Table.	Within 3 business days of established milestone
24	Problem Resolution	2.2.4.; 6.4.1.8.; 6.4.1.9.; 6.5.3.	Within 3 business days of established milestone

6.3. Contractor Performance Assessment Reporting (CPARS). The contractor's performance will be monitored and documented monthly on the checklist by the Government and reported annually in CPARS. Performance standards shall include the contractor's ability to comply with the criteria listed in the Services Delivery Summary categories and the overall TO performance.

6.4. Program Management.

6.4.1. Management Requirements. The contractor manages all aspects of work associated with providing services to the Government via this contract. The contractor shall perform general and administrative work off the Government facility. At a minimum, but not limited to, the contractor shall:

6.4.1.1. Manage employees and performance associated with this TO.

6.4.1.2. Maintain a stable workforce.

6.4.1.3. Common Access Card (CAC). The contractor shall provide changes to the contractor personnel authorized a CAC listing IAW AFFARS clause 5352.242-9001, *CAC for Contractor Personnel* to the COR within 3 business day of any changes. This requirement is met by submitting the Employee Listing in para 5.1.10.

6.4.1.4. Send a Termination Letter on Company Letter Head to the COR within 3 business days an employee leaves the TO. This Memorandum is a DOCPER requirement.

6.4.1.5. Develop and maintain a customer-oriented philosophy, create an environment that improves employee performance, solves programmatic issues and delivers high-quality performance.

6.4.1.6. Ensure that the new personnel meet or exceed the stated qualification requirements as stated in this PWS.

6.4.1.7. Respond to CO and/or COR requests within 8 business hours unless otherwise specified by the Government.

6.4.1.8. Identify, document and notify the Government of actual or potential contractor program management problems and deficiencies and report unsolved problems to the CO and COR, as soon as they are detected.

6.4.1.9. Perform corrective actions for all identified contractor program management problems and deficiencies IAW time frames specified by the CO.

6.4.1.10. Support periodic meeting and conferences convened at the direction of the CO or COR. The Government will reimburse the contractor for any Government directed travel requirements to support conferences, meetings, reviews outside the TOs commuting areas (100 kilometers) IAW PWS Para 4.3.4. All travel shall be reimbursed IAW para 4.3.5. of this PWS.

6.4.1.11. The contractor shall provide direct supervision of its own employees but shall not supervise or accept supervision from any Government personnel.

6.4.1.11.1. For situational awareness and planning purposes, the contractor shall notify the COR in writing of planned vacations and other planned absences 30 days in advance.



6.4.1.11.2. Performance Continuity. The contractor shall notify the COR of personnel changes immediately, but no later than 10 business days prior to the change. The contractor shall provide replacement fill status weekly to the COR until the position(s) is/are filled. The contractor is responsible for continued performance during any absence of employees.

6.4.1.12. Training. Managers shall ensure contractor employees attend training directly related to TO performance as provided by the Government, or on a cost reimbursable basis as directed by the Government. The training shall be scheduled to ensure mission disruption is at a minimum, which may require alternate work schedules. The contractor shall provide feedback to the Government regarding value of each training event in order to assist the Government with future training planning. If a contractor employee is provided training, and the contractor employee does not remain on task for 365 days following the training, the contractor shall reimburse the Government 100 percent of the training and travel expenses unless replaced with a contractor employee who has already obtained equivalent training. The reimbursement shall not apply to Government directed downsizing of the requirement or non-execution of an option year.

6.5. Task Order Management.

6.5.1. The contractor shall establish and provide qualified workforce capable of performing the required tasks. The contractor shall designate in writing an onsite point of contact (POC) who shall be the primary representative responsible for all work awarded under this contract, participating in Program Management Reviews and ensuring all standards referenced herein are adhered to. The contractor shall provide the appointment/update in writing (e-mail acceptable), within 2 business days of contract award or upon any change, to the COR. The contractor shall support stakeholder meetings, staff meetings and other program meetings as required.

6.5.1.1. The POC shall be appointed immediately after contract award. During the mobilization phase the POC will already establish communications with the government customer and obtain adequate familiarization with the work environment and work load, to ensure a smooth transition at the actual start of performance on this TO.

6.5.2. Conferences and Meetings. During the performance of this TO, the contractor shall support/attend stakeholder meetings, engineering meetings and other program meetings, as required or directed by the COR, in a manner that does not conflict with other tasking's. The frequency of these meetings is cited throughout the PWS, and the overall intended location of the meetings will be Ramstein Air Base, Germany. These meetings can be held onsite or via teleconference. The contractor shall provide meeting minutes to the COR within 3 business days after the meeting.

6.5.3. The contractor shall use key performance parameters to monitor work performance, measure results, ensure delivery of contracted product deliveries and services, support management and decision-making and facilitate communications. The contractor shall identify risks, resolve problems and verify effectiveness of corrective actions. The contractor shall institute and maintain a process that ensures problems and action items discussed with the Government are tracked through resolution and shall provide timely status reporting. Results of contractor actions taken to improve performance should be tracked, and lessons learned incorporated into applicable processes. The contractor shall establish and maintain a documented set of disciplined, mature, and continuously improving processes for administering all contracts and TO efforts with an emphasis on cost-efficiency, schedule, performance, responsiveness and consistently high-quality delivery. The contractor shall provide transition plans as required.

6.6. Mobilization Period.

6.6.1. The primary purpose of the mobilization period is to allow for the host nation and DoD Contractor Personnel Office (DOCPER) review and approval of the contracts, TOs (if applicable) and individual employees (up to 8 weeks). Requirements and timelines for Germany are at <http://www.per.hqusaureur.army.mil/CPD/DocPer/GermanyDefault.aspx>. All contractor employees working in Germany during the mobilization period are NOT eligible for an identification card and logistics support, unless Military Exigency (ME) is granted by DOCPER. Each contractor employee will be provided a contractor "Letter of Identification" (LOI) from the COR. However, the contractor LOI will not provide authorized access in Germany to U.S. tax-free facilities for purchase of food, necessities, or other items, or access to U.S. tax-free lodging, the use of U.S. banking, postal facilities, and gasoline coupons. Additionally, contract personnel working in Germany longer than 90 days are deemed "ordinarily resident", and may be liable to taxation by the German government. Further information on the process is available at http://www.per.hqusaureur.army.mil/cpd/docper/tdy_faxback.aspx.



6.6.2. The contractor shall have 90 days to prepare and become fully operational to assume complete contract responsibility for TOs awarded. The contractor shall accomplish such tasks as becoming familiar with work sites, hiring and training personnel, meeting with government staff members and transitioning with outgoing contractor.

6.7. Performance Requirements unique for the Federal Republic of Germany. DOCPER implements the Agreements of 27 March 1998, and the Agreements of 29 June 2001, signed by the U.S. Embassy and German Foreign Ministry, establishing bilateral implementation of Articles 72 and 73 of the Supplementary Agreement (SA) to the NATO Status of Forces Agreement. These 2 Articles govern the use in Germany of DoD contractor employees as Technical Experts (TE), Troop Care (TC) providers, and Analytical Support (AS) contractor personnel. Contracts that propose to employ TE, TC providers, or AS personnel in Germany, and the applications of individuals seeking TE/TC/AS status under those contracts, are submitted through DOCPER. Basic guidance on the TC/TE/AS process is provided in [Army in Europe Regulation 715-9, "Contractor Personnel in Germany -- Technical Expert, Troop Care and Analytical Support Personnel,"](#) 2 April 2003 (under Guidance), and also available in an expanded on-line form, the Army Europe (AE) Reg 715-9 On-line." "[AE Reg 715-9 On-line](#)" uses hyperlinks to take you to the parts of the website where you can find necessary forms and more detailed guidance. See DOCPER's Internet website: <http://www.per.hqusaureur.army.mil/cpd/docper/GermanyDefault.aspx>.

6.7.1. In order to request status, the contractor shall submit all subcontractor agreements which will be used for the Government's Contract Notification package to DOCPER. The contractor shall submit Technical Expert Status Accreditation (TESA) application packages for any employee for which TESA is sought within 3 business days of the individual being hired.

6.7.2. The application cited in 6.7.1. shall be submitted by the contractor, by means of DOCPER Contractor Online Processing System (DCOPS) through the CO's appointed representative to DOCPER. DOCPER's contact information is available at the DOCPER Internet web site. An authorized contractor employee is defined as an employee who has been hired as a consequence of this contract and is employed 40 hours per week of this contract.

6.7.3. A 10-week temporary TESA may be granted by the U.S. Government for purposes of Military Exigency (ME). Military Exigency is granted for time sensitive, mission critical positions for the purpose of permitting individual contract employees, who upon initial review of the application appear to meet the requirements of TESA, to begin working in Germany prior to TESA accreditation.

6.7.4. Current CAC procedures for Germany:

6.7.4.1. DOCPER issues the DD Form 1172-2, *Application for DoD Common Access Card/DERRS Enrolement*.

6.7.4.2. The COR, as the Trusted Agent (TA), creates a TASS account for the contractor employee to enter and complete online personal information.

6.7.4.3. The employee takes a copy of the DD Form 1172-2 and proof of TASS entry into the database to the pass and identification issuing office to obtain CAC.

6.7.5. The contractor shall allow German government authorities to visit the contractor's work areas for the purpose of verifying the status of positions and personnel as TE employees. Such visits will not excuse the contractor from performance under this contract or results in increased costs to the Government.

6.7.6. The contract price shall not be subject to an economic adjustment with regard to TESA in the event that:

6.7.6.1. The contract or any or all positions identified in the contractor's proposal are disapproved for TESA, or.

6.7.6.2. Any or all positions submitted for TESA consideration during the life of the contract are disapproved for TESA.

6.7.6.3. Any or all contractor employees are denied TESA.

6.7.6.4. TESA accreditation is rescinded during the life of the contract.

6.7.6.5. AE Regulation 600-700, *Identification Cards and Individual Logistic Support* defines a full time employee as "An employee who works 20 hours or more a week in a paid status." A civilian employee must therefore work 20 hours or more per week in order to be eligible to receive Individual Logistic Support (ILS). DOCPER will apply the same standard to contracted employees applying for NATO Status of Forces Agreement (SOFA) status. DOCPER will issue AE Form 600-77A – *Request for Issue of Status of Forces Agreements (SOFA) Identification*. It should be noted, however, that under the



requirements of the Exchange of Notes a contracted employee accorded NATO SOFA status must exclusively serve the U.S. Forces. No additional employment outside the U.S. Forces or self-employment is permitted.

6.8. Contractor Manpower Reporting. IAW Section 8108 of Public Law 112-10, Air Force requires visibility on total manning of contractors performing services.

6.8.1. The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the Air Force via a secure data collection site. The contractor is required to completely fill in all required data fields at <https://ecmra.mil>.

6.8.2. Reporting inputs will be for the labor executed during the period of performance for each Government fiscal year (FY), which runs 1 October through 30 September. While inputs may be reported any time during the FY, all data shall be reported no later than 31 October of each calendar year. Contractors may direct questions to the Contractor Manpower Reporting Application (CMRA) help desk.

6.8.3. Reporting Period: Contractors are required to input data by 31 October of each year. Inform the COR when the reporting is completed.

6.8.4. Uses and Safeguarding of Information: Information from the secure web site is considered to be proprietary in nature when the contract number and contractor identity are associated with the direct labor hours and direct labor dollars. At no time will any data be released to the public with the contractor name and contract number associated with the data.

6.8.5. User Manuals: Data for Air Force service requirements must be input at the Air Force CMRA link. However, user manuals for government personnel and contractors are available at the Army CMRA link at: <https://ecmra.mil/>.

6.9. Records, Files, Documents. All physical records, files, documents, and work papers, provided and/or generated by the Government and/or generated for the Government in performance of this PWS, maintained by the contractor which are to be transferred or released to the Government or successor contractor, shall become and remain Government property and shall be maintained and disposed of IAW AFMAN 33-363, *Management of Records*, AFI 33-364, *Records Disposition Procedures and Responsibilities*, the Federal Acquisition Regulation, and/or Defense Federal Acquisition Regulation Supplement, as applicable. Nothing in this section alters the rights of the Government or the contractor with respect to patents, data rights, copyrights, or any other intellectual property or proprietary information as set forth in any other part of this PWS or the IT Professional Support and Engineering Services contract of which this PWS is a part (including all clauses that are or shall be included or incorporated by reference into that contract.)

6.10. Section 508 of the Rehabilitation Act.

6.10.1. The contractor shall meet the requirements of the Access Board's regulations at 36 Code of Federal Regulation (CFR) Part 1194, particularly 1194.22, which implements Section 508 of the Rehabilitation Act of 1973, as amended. Section 508 (as amended) of the Rehabilitation Act of 1973 (20 United States Code (U.S.C.) 794d) established comprehensive requirements to ensure: (1) Federal employees with disabilities are able to use information technology to do their jobs, and (2) members of the public with disabilities who are seeking information from Federal sources will be able to use information technology to access the information on an equal footing with people who do not have disabilities.

6.11. Documentation and Data Management.

6.11.1. The contractor shall establish, maintain, and administer an integrated data management system for collection, control, publishing, and delivery of all program documents. The data management system shall include but not be limited to the following types of documents: Status Reports, Audit Reports, Agendas, Presentation Materials, Minutes, Contract Letters, and TO Proposals. The contractor shall provide the Government with electronic access to this data, including access to printable reports. The contractor can utilize the governmental, internal SharePoint Server or Shared Drives to fulfill that requirement.

6.11.2. The Government will furnish or make available to the contractor any documentation/ material deemed necessary to accomplish the TO requirements.



6.12. Performance of Services During Crisis Declared by the President of the United States, the Secretary of Defense, or Overseas Combatant Commander. IAW DODI 1100.22, , paragraph 5b, it has been determined that this requirement is not Mission Essential (ME).

6.13. Organizational Conflict of Interest (OCI). Whenever the Government solicits information from the contractor for the purposes of issuing a potential TO (or, if the Government issues a TO without first soliciting information from the contractor), unless the TO states that it is exempt from the OCI provisions, the contractor shall promptly review the services ordered prior to commencing performance and inform the TO CO, in writing, of any pre-existing circumstances which might create a conflict of interest under the OCI provisions of this contract with a plan to mitigate conflicts. In such event, the Government may, in its sole discretion, either cancel the TO at no-cost to the Government or grant a waiver to the OCI provisions and direct the contractor to proceed with performance. This process will also apply over the life of the TO.

6.14. Constraints.

6.14.1. The Government, during the course of this contract, may encounter the following conditions:

6.14.1.1. **Surge:** A situation requiring an increased level of services and/or support within the scope of the TO over a compressed schedule of time.

6.14.1.2. **Draw-down:** A situation requiring the reduction of services and/or support within the scope of the TO resulting from, but not limited to, completion/deletion/transfer of programs or directed reductions.

6.15. Environment.

6.15.1. Conformance with Environment Management Systems (EMS).

6.15.1.1. The contractor shall perform work under this contract consistent with the relevant environmental policy and objectives identified in the installation Environment Management System applicable for your contract. The contractor shall perform work in a manner that conserves water, energy and other resources to the maximum extent feasible and ensure minimum production of waste as possible, giving preference to recycling and reutilization opportunities. Furthermore, the contractor shall give preference to less toxic materials whenever available and still reliable for their work. In the event an environmental nonconformance or noncompliance of host nation and USAF environmental laws and regulations associated with the contracted services is identified, the contractor shall take corrective and/or preventative actions. In the case of a noncompliance, the contractor shall respond and take corrective action immediately. In the case of a nonconformance, the contractor shall respond and take corrective action based on the time schedule established by the Environment Management System Coordinator. In addition, the contractor shall ensure that their employees are aware of the environmental management system on base and how these requirements affect their work performed under this contract.

6.15.1.2. All on-site contractor personnel shall receive the installation Environment Management System awareness level information.

6.15.2. Conformance with Environmental Requirements.

6.15.2.1. The contractor shall perform all work IAW applicable German and US Air Force environmental laws, regulations and operating standards, including but not limited to the Final Governing Standards (FGS) for Germany. The contractor shall be immediately capable of understanding and addressing environmental laws and regulations as they pertain to work performed under this contract.

6.15.2.2. The FGS for Germany and other important environmental laws & requirements applicable for all contractors working on base can be found at the Environment Management System SharePoint Website:

<https://ice.usafe.af.mil/sites/EMS/Legal%20%20Other%20Requirements/Forms/AllItems.aspx>

6.15.2.3. The PWS requirements, including technical documentation review revealed that this PWS does not require the contractor to use Class I Ozone Depleting Chemicals (ODC) identified in the Air Force policy in performance of the contract, nor does it require the delivery of the Class I ODC's in any part of any services.

7.0 ADMINISTRATIVE INFORMATION



7.1 GSA Invoicing Clause (region 3 AAS)

The Period of Performance (POP) for each invoice *shall* be for one calendar month. The contractor *shall* submit only one invoice per month per order/contract. The appropriate GSA office will receive the invoice by the twenty-fifth calendar day of the month after either:

- (1) The end of the invoiced month (*for services*) or
- (2) The end of the month in which the products (*commodities*) or deliverables (fixed-priced services) were delivered and accepted by the Government.

For Labor Hour and Time and Material orders/contracts each invoice shall show, the skill level category, the hours worked per skill level, the rate per skill level and the extended amount for that invoice period. It *shall* also show the total cumulative hours worked (inclusive of the current invoice period) per skill level, the hourly rate per skill level, the total cost per skill level, the total travel costs incurred and invoiced, and the total of any other costs incurred and invoiced, *as well as* the grand total of all costs incurred and invoiced.

For Labor Hour and Time and Material orders/contracts each invoice *shall clearly indicate* both the current invoice's monthly "burn rate" and the total average monthly "burn rate".

The contractor *shall submit* all required documentation (unless exempted by the contract or order) as follows:

For Travel: Submit the traveler's name, dates of travel, location of travel, and dollar amount of travel.

For ODCs: Submit a description of the ODC, quantity, unit price and total price of each ODC.

Note: The Government reserves the right to audit, thus; the contractor shall keep on file all backup support documentation for travel and ODCs.

Note: For Firm Fixed Price, Labor Hour, and Time and Material fiscal task items:

Charges:

- All invoice charges must be task item specific (only one task item) unless concurrent task item periods of performance exist.
- For invoices with concurrent task item periods of performance all invoice charges must be service month specific (that is one service month only).

Credits:

- If the credit invoice is for the same year of a particular ACT#, the contractor shall include that credit on a subsequent invoice submission against that same ACT#. If the contractor is unwilling to offset a subsequent invoice then they must submit a refund check.
- When the credit invoice is for a different year, the contractor shall submit a refund check for that credit invoice.

Invoices that net to a credit balance **SHALL NOT** be accepted. Instead a refund check must be submitted by the contractor to GSA accordingly. The refund check shall cite the ACT Number and the period to which the credit pertains. The contractor shall provide the credit invoice as backup documentation. Do not attach credit invoice in ITSS or on the Finance website. It must be attached to the refund check. The refund check shall be mailed to:



General Services Administration
Finance Division
P.O. Box 71365
Philadelphia, PA 19176-1365

Posting Acceptance Documents: Invoices shall be submitted monthly through GSA's electronic Web-Based Order Processing System, currently ITSS to allow the client and GSA COTR to electronically accept and certify services received by the customer representative (CR). Included with the invoice will be all back-up documentation required such as, but not limited to, travel authorizations and training authorizations (including invoices for such).

Receiving Agency's Acceptance: The receiving agency has the following option in accepting and certifying services:

- a. Electronically: The client agency may accept and certify services electronically via GSA's electronic Web-Based Order Processing System, currently ITSS, by accepting the Acceptance Document generated by the contractor. Electronic acceptance of the invoice by the CR is considered concurrence and acceptance of services.

Electronic acceptance of the invoice by the CR is considered concurrence and acceptance of services. The contractor shall seek acceptance and electronically post the acceptance document in GSA's electronic Web-based Order Processing System, currently ITSS. After acceptance of the invoice by the CR, the Contractor shall submit a proper invoice to GSA Finance (www.finance.gsa.gov/defaultexternal.asp) not later than five (5) workdays after acceptance by the Government of the product, service, and/or cost item.

Note: The acceptance of the authorized agency customer representative is REQUIRED prior to the approval of payment for any invoice submitted and shall be obtained prior to the approval of payment. In order to expedite payment, it is *strongly recommended* that the contractor continue to include the receiving agency's electronic acceptance of all the services or products delivered, with signature of the authorized agency customer representative and the date of acceptance, as part of the submission documentation.

Note: If *any* invoice is received without the required documentation and, the customer's electronic acceptance, the invoice *shall* be rejected in whole or in part as determined by the Government.

Posting Invoice Documents: Contractors shall submit invoices to GSA Finance for payment, after acceptance has been processed in GSA's electronic Web-Based Order Processing System, currently ITSS. The contractor is to post the invoice on GSA's Ft. Worth web site, www.finance.gsa.gov/defaultexternal.asp

Content of Invoice: The contractor's invoice will be submitted monthly for work performed the prior month. The contractor may invoice only for the hours, travel and unique services ordered by GSA and actually used in direct support of the client representative's project. The invoice shall be submitted on official letterhead and shall include the following information at a minimum.

1. GSA Task Order Number
2. Task Order ACT Number
3. Remittance Address
4. Period of Performance for Billing Period
5. Point of Contact and Phone Number
6. Invoice Amount
7. Skill Level Name and Associated Skill Level Number
8. Actual Hours Worked During the Billing Period
9. Travel Itemized by Individual and Trip (if applicable)
10. Training Itemized by Individual and Purpose (if applicable)
11. Support Items Itemized by Specific Item and Amount (if applicable)



Final Invoice: Invoices for final payment must be so identified and submitted within 60 days from task completion and no further charges are to be billed. A copy of the written acceptance of task completion must be attached to final invoices. The contractor shall request from GSA an extension for final invoices that may exceed the 60-day time frame.

The Government reserves the right to require certification by a GSA COR before payment is processed, *if necessary*.

Close-out Procedures.

General: The contractor shall submit a final invoice within sixty (60) calendar days after the end of the Performance Period. After the final invoice has been paid the contractor shall furnish a completed and signed Release of Claims (GSA Form 1142) to the Contracting Officer. This release of claims is due within fifteen (15) calendar days of final payment.

7.2 FAR Clauses

The following FAR clauses are incorporated in this task order:

- **FAR 52.204-9 - Personal Identity Verification of Contractor Personnel (Jan 2011)**
- **FAR 52.209-11 - Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law (Feb 2016)**
- **FAR 52.217-8 - Option to Extend Services (Nov 1999)**
- **FAR 52.217-9 - Option to Extend the Term of the Contract (Mar 2000)**
- **FAR 52.224-1 - Privacy Act Notification (Apr 1984)**
- **FAR 52.224-2 - Privacy Act (Apr 1984)**
- **FAR 52.227-14 - Rights in Data (Dec 2007)**
- **FAR 52.227-16 - Additional Data Requirements (June 1987)**
- **FAR 52.232-20 - Limitation of Costs (Apr 1984)**
- **FAR 52.227-21 - Technical Data Declaration Revision and Withholding of Payment – Major Systems (MAY 2014)**
- **FAR 52.232-22 - Limitation of Funds (Apr 1984)**
- **52.228-3 Workers Compensation Insurance (Defense Base Act) (JUL 2014)**
- **52.228-4 Workers Compensation and War - Hazard Insurance Overseas (Apr 1984)**
- **52.246-4 – Inspection of Services—Fixed Price (AUG 1996)**
- **FAR 52.217-8 Option to Extend Services (NOV 1999)**

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the contractor within 30 days of the end of the task order period of performance.

(End of clause)

- **FAR 52.217-9 - Option to Extend the Term of the Contract (MAR 2000)**
 - (a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.
 - (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
 - (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 26 months.

(End of clause)



7.3 DFARS Clauses

The following FAR clauses are incorporated in this task order:

- **DFAR 252.209-7999 - Representation By Corporations Regarding An Unpaid Delinquent Tax Liability Or A Felony Conviction Under Any Federal Law (Deviation 2012-O0004) (JAN 2012)**
- **DFARS 252.227-7013 - Rights in Technical Data - Noncommercial Items (FEB 2014)**
- **DFARS 252.227-7014 - Rights in Noncommercial Computer - Software and Noncommercial Computer Software Documentation (FEB 2014)**
- **DFARS 252.227-7019 - Validation of Asserted Restrictions - Computer Software (Sept 2016)**
- **DFARS 252.232-7007 Limitation Of Government's Obligation (APRIL 2014)**

(a) Contract line item(s) ___* through ___* are incrementally funded. For these item(s), the sum of \$ ___* of the total price is presently available for payment and allotted to this contract. An allotment schedule is set forth in paragraph (j) of this clause.

(b) For item(s) identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those item(s) for the Government's convenience, approximates the total amount currently allotted to the contract. The Contractor is not authorized to continue work on those item(s) beyond that point. The Government will not be obligated in any event to reimburse the Contractor in excess of the amount allotted to the contract for those item(s) regardless of anything to the contrary in the clause entitled "Termination for Convenience of the Government." As used in this clause, the total amount payable by the Government in the event of termination of applicable contract line item(s) for convenience includes costs, profit, and estimated termination settlement costs for those item(s).

(c) Notwithstanding the dates specified in the allotment schedule in paragraph (j) of this clause, the Contractor will notify the Contracting Officer in writing at least ninety days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85 percent of the total amount then allotted to the contract for performance of the applicable item(s). The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of applicable line items up to the next scheduled date for allotment of funds identified in paragraph (j) of this clause, or to a mutually agreed upon substitute date. The notification will also advise the Contracting Officer of the estimated amount of additional funds that will be required for the timely performance of the item(s) funded pursuant to this clause, for a subsequent period as may be specified in the allotment schedule in paragraph (j) of this clause or otherwise agreed to by the parties. If after such notification additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause of this contract entitled "Termination for Convenience of the Government."

(d) When additional funds are allotted for continued performance of the contract line item(s) identified in paragraph (a) of this clause, the parties will agree as to the period of contract performance which will be covered by the funds. The provisions of paragraphs (b) through (d) of this clause will apply in like manner to the additional allotted funds and agreed substitute date, and the contract will be modified accordingly.

(e) If, solely by reason of failure of the Government to allot additional funds, by the dates indicated below, in amounts sufficient for timely performance of the contract line item(s) identified in paragraph (a) of this clause, the Contractor incurs additional costs or is delayed in the performance of the work under this contract and if additional funds are allotted, an equitable adjustment will be made in the price or prices (including appropriate target, billing, and ceiling prices where applicable) of the item(s), or in the time of delivery, or both. Failure to agree to any such equitable adjustment hereunder will be a dispute concerning a question of fact within the meaning of the clause entitled "Disputes."

(f) The Government may at any time prior to termination allot additional funds for the performance of the contract line item(s) identified in paragraph (a) of this clause.



(g) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default." The provisions of this clause are limited to the work and allotment of funds for the contract line item(s) set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded except with regard to the rights or obligations of the parties concerning equitable adjustments negotiated under paragraphs (d) and (e) of this clause.

(h) Nothing in this clause affects the right of the Government to terminate this contract pursuant to the clause of this contract entitled "Termination for Convenience of the Government."

(i) Nothing in this clause shall be construed as authorization of voluntary services whose acceptance is otherwise prohibited under 31 U.S.C. 1342.

(j) The parties contemplate that the Government will allot funds to this contract in accordance with the following schedule:

On execution of contract	\$ _____
(Sept 1, 2016)	\$ _____
(Base Year renewal(s) Sept 1)	\$ _____

7.4 Points of Contact

7.4.1 USAFE Technical Representative - TBD

7.4.2 Contracting Officer (CO)
Andrew Nieradka
GSA—Federal Acquisition Services, Region 3
100 South Independence Mall West
Philadelphia, PA 19106
Phone: 215.446.5069
Email: andrew.nieradka@gsa.gov

7.4.3 Contract Specialist
Meghan O. Whipkey
GSA—Federal Acquisition Services, Region 3
100 South Independence Mall West
Philadelphia, PA 19106
Phone: 215.446.5023
Email: meghan.whipkey@gsa.gov

7.4.4 Alt. Contract Specialist
Melissa Bossard
GSA—Federal Acquisition Services, Region 3
100 South Independence Mall West
Philadelphia, PA 19106
Phone: 215.446.4877
Email: melissa.bossard@gsa.gov

7.4.5 USAFE Contracting Officer Representative (COR) - TBD

7.4.6 GSA Contracting Officer Representative (COR)
Michael Baumann



GSA, FAS AAS Region 3
ID03180055 Cyber Readiness Support Services
ORIGINAL 06 JULY 2018

GSA – Federal Acquisition Services, Region 3
100 South Independence Mall West
Philadelphia, PA 19106
Phone: 215-446-5852
Email: michael.baumann@gsa.gov



Appendix A- Abbreviations and References

Abbreviations and Acronyms

A&A	Assessment & Authentication
A2	Directorate of Intelligence
A3	Directorate of Operations
A6	Communications Directorate
A6CI	Chief Information Officer (CIO) Support
AB	Air Base
ACAS	Assured Compliance Assessment Solution
AF	Air Force
AFAFRICA	Air Force Africa
AFETL	Air Force Engineering Technical Letter
AFFARS	Air Force Federal Acquisition Regulation Supplement
AFSPC	Air Force Space Command
AIS	Automated Information System
AO	Action Officer
AOR	Area of Responsibility
AQL	Accepted Quality Level
AS	Analytical Support
ATC	Authority to Connect
ATO	Authority to Operate
I	
C&A	Certification and Accreditation
CAC	Common Access Card
CAP	Connection Approval Process
CAR	Corrective Action Request
CCRI	Command Cyber Readiness Inspection
CCORI	Command Cyber Operational Readiness Inspection
CFR	Code of Federal Regulation
CIL	Critical Information List
CLIN	Contract Line Item Number
CMRA	Contractor Manpower Reporting Application
CMRS	Continuous Monitoring Risk Scoring
CO	Contracting Officer
COMSEC	Communications Security
COR	Contracting Officer Representative
COS	Cyberspace Operations Squadron



CPARS	Contractor Performance Assessment Report
CR	Cyber Readiness
CS/CC	Communications Squadron Commander
CUI	Controlled Unclassified Information
DAA	Designated Approving Authority
DCOPS	DOCPER Online Processing System
DIACAP	DoD Information Assurance Certification and Accreditation
DISA	Defense Information Systems Agency
DOCPER	DoD Contractor Personnel Office
DoD	Department of Defense
DoDDS	Department of Defense Dependents School
DoDI	Department of Defense Instruction
DoDIN	DoD Information Network
DR	Disaster Recovery
eMASS	Enterprise Mission Assurance Support Service
eSSS	Executive Staff Summary Sheet
ECA	External Certification Authority
EDI	European Deterrence Initiative
EITDR	Enterprise Information Technology Data Repository
EMS	Environmental Management System
EWV	Extended Work Week
FAR	Federal Acquisition Regulation
FGS	Final Governing Standards
FIPS	Federal Information Processing Standards
FOUO	For Official Use Only
FRD	Formerly Restricted Data
FSO	Facility Security Officer
FTE	Full Time Employee
GE	Germany
GIAP	Grid Interconnection Approval Process
GSU	Geographically Separated Unit
HBSS	Host Based Security System
HHQ	Higher Headquarter
HQ	Headquarter
IA	Information Assurance
IAM	Information Assurance Management



IATC	Interim Authority to Connect
IATO	Interim Authority to Operate
IAW	In Accordance With
ID	Identification
IG	Inspector General
ILS	Individual Logistic Support
IP	Internet Protocol
IPT	Integrated Product Team
IS	Information System
ISO	Information System Owner
IT	Information Technology
IT	Italy
ITAR	International Traffic in Arms Regulation
ITE	Information Technology Equipment
JPAS	Joint Personnel Adjudication System
JTR	Joint Travel Regulation
LAN	Local Area Network
LOI	Letter of Identification
LQA	Living Quarter Allowance
LRA	Local Registration Authorities
M&IE	Meals and Incidental Expenses
ME	Military Exigency
ME	Mission Essential
MOA	Memorandum of Agreement
MOB	Main Operating Base
MPTO	Methods and Procedures for Technical Orders
MSR	Monthly Summary Report
NA CI	National Agency Check with Written Inquiry
NAD	Network Address Declaration
NAF	Numbered Air Force
NATO	North Atlantic Treaty Organization
NDA	Non-Disclosure Agreement
NIAP	National Information Assurance Partnership
NIPRNet	Non-Classified Internet Protocol Routed Network
NIST	National Institute for Standards and Technologies
NLT	Not Later Than
OCI	Organizational Conflict of Interest
ODC	Ozone Depleting Chemicals
OPS	Operations
OPSEC	Operations Security



OWA	Outlook Web Access
PII	Personal Identifiable Information
PIT	Platform Information Technology
PKE	Public Key Infrastructure – Enabled
PKI	Public Key Infrastructure
PM	Program Manager
PO	Portugal
POA&M	Plan of Actions and Milestones
POC	Point of Contact
POR	Program of Record
PPIRS	Past Performance Information Retrieval System
PPSM	Ports Protocol Services Management
PWS	Performance Work Statement
QASP	Quality Assurance Surveillance Plan
QCP	Quality Control Plan
RAF	Royal Air Force
RD	Restricted Data
RFP	Request for Proposal
RMF	Risk Management Framework
SA	Supplementary Agreement
SAAR	System Access Authorization Request
SAP	Special Access Programs
SCA	Security Control Assessor
SCCM	System Center Configuration Management
SDS	Service Delivery Summary
SF	Standard Form
SGS	SIPRnet GIAP System
SIOP-ESI	Single Integrated Operational Plan – Extreme Sensitive Information
SIP	System Identification Profile
SIPRNet	Secret Internet Protocol Routed Network
SISO	Senior Information System Owner
SISSU	Security, Interoperability, Supportability, Sustainability, Usability
SME	Subject Matter Expert
SNAP	System Network Approval
SOFA	Status of Forces Agreement
	Synchronous Optical Network
SP	Spain
SS	Services Summary
SSL	Secure Sockets Layer
STIG	Standard Technical Implementation Guide
TA	Trusted Agent
TAR	Travel Authorization Request
TASS	Trusted Associate Sponsorship System (formerly CVS)
TC	Troop Care
TDY	Temporary Duty
TE	Technical Expert
TEMPEST	Telecommunications Electronics Material Protected from Emanating Spurious Transmissions



TESA	Technical Expert Status Accreditation
TIA	Telecommunications Industry Association
TMT	Task Management Tool
TO	Task Order
TR	Technical Representative
TSC	Theater Security Cooperation
TSL	Transport Security Layer
TU	Turkey
UK	United Kingdom
U.S.	United States
U.S.C.	United States Code
USAF	United States Air Force
USAFE	United States Air Forces in Europe
USAFEI	United States Air Force in Europe Instruction
USAFRICOM	United States Air Force Africa Command
USCYBERCOM	United States Cyber Command
USEUCOM	United States European Command
	Very Important Person
	Voice over Internet Protocol
VPN	Virtual Private Network
	Video Teleconference

References

Publications:

(Publications/Forms are available for download at: <http://www.e-publishing.af.mil/>)

DoDI 1100.22, *Policy and Procedure for Determining Work Force Mix*

DoDM 5200.01, Vol 3, *DoD Information Security Program: Protection of Classified Information*

DoDM 5200.2, *Procedures for the DoD Personnel Security Program*

DoD 5205.02-M, *DoD Operations Security (OPSEC) Program*

DoD 5220.22-M, *National Industrial Security Program Operating Manual*

DoDD 5230.25, *Withholding of Unclassified Technical Data From Public Disclosure*

DoD 5400.7, *DoD Freedom of Information Act (FOIA) Program*

DoDI 8500.01, *Cybersecurity*

DoDI 8510.01, *Risk Management Framework (RMF) for DoD Information Technology (IT)*

DoD 8570.01-M, *Information Assurance Workforce Improvement Program*

AFI 10-701, *Operations Security (OPSEC)*

AFI 16-1404, *Air Force Information Security Program*

AFI 17-101, *Risk Management Framework (RMF) for Air Force Information Technology (IT)*

AFI 17-110, *Information Technology Portfolio Management and Capital Planning and Investment Control*

AFI 17-130, *Cyber Security Program Management*

AFMAN 17-1303, *Cybersecurity Workforce Improvement Program*



AFI 31-101, Integrated Defense (ID)

AFH 33-337, The Tongue and Quill

AFMAN33-363, Management of Records

AFI 33-364, Records Disposition – Procedures and Responsibilities

Air Force Architecting

AFI 63-101, Integrated Lifecycle Management

AFI 63-138, Acquisition of Services

USAFEI 31-205, Registration and Control of Privately Owned Firearms and Other Weapons in Germany

, General Cyberspace Support Activity Methods and Procedures Plans and Planning

, Communications and Information Systems Criteria for A.F. Facilities

AE Regulation 600-700, Identification Card and Individual Logistic Support

AE Regulation 715-9, Contractor Personnel In Germany, TE,TC and AS Personnel

Forms:

DD Form 254, DoD Contract Security Classification Specification.

DD1172-2, Application for Identification Card/DEERS Enrollment

DD 2875, System Authorization Access Request (SAAR)

SF312, Classified Information Nondisclosure Agreement

AE Form 600-77A, Request for Issue of Status of Forces Agreement (SOFA) Identification

USAFE Nondisclosure Agreement For Contractor Employees (Appendix E)



Appendix B: EDUCATION, EXPERIENCE AND CERTIFICATION REQUIREMENTS

B1.1. General. The contractor shall have a high level of experience in cyber security, information technology, information systems security, and project management. In addition, contract personnel shall have demonstrated experience with architecture design, engineering, implementation, integration, and sustainment of enterprise systems.

B1.1.1. The contractor shall have excellent communication skills, both with team members and customers across multiple organizational levels. In addition, the contractor shall be able to work with minimal supervision on multiple concurrent complex projects and coordinate the work of others.

B1.1.2. The contractor shall ensure that all employees maintain currency of certifications required in this TO at no additional charge to the Government. Prior to any employee starting performance on this TO the contractor must present the required certificate and within 5 business days upon change in Certification level.

B1.1.3. The contractor shall comply with the requirements and certifications listed in DOD 8570.01-M, Chapter 3.4, *Information Assurance (IA) Workforce Improvement Program*, Information Assurance Management Level 3 (IAM Level III). All personnel must meet Information Assurance Management (IAM) Level III requirements.

B1.1.4 IA Management (IAM) Category. An IAM Category position is defined as anyone who has oversight of cybersecurity programs or functions involving management decisions for the administration of core/DoDIN Operations (Ops) service(s), network devices, servers or end-point devices. Core/DoD Information Network (DoDIN) Ops services included but are not limited to the following: messaging/email services, directory services, application/web hosting services, vulnerability management, network boundary management, etc. An individual possessing an IAM certification typically does not possess privileged access or require computing environment/operating system certification.

- IAM Level III. An individual in an IAM Level III position will attain and maintain a cybersecurity baseline certification commensurate to the category and level from the DoD approved listing located at: <http://iase.disa.mil/iawip/Pages/iabaseline.aspx> IAW DoD 8570.01-M, Paragraphs C2.3.2.
- The Contractor shall have already obtained an IAM level III certification and be in good standing through the length of the contract.
- The Contractor shall have a minimum of 3 years' experience with RMF and/or DIACAP.

B2. Required Personnel Skill Sets.

Full period position (1920 hours per individual) requires DoD 8570.1-M certified at IAM Level III* and expert in the following DoD, AF, DISA, NIST, NIAP and USAFE processes is required:

- DISA Connection Approval Process vehicles (e.g. SNAP, SGS (GIAP), CDS-approval)
- AF System Assessment and Accreditation (A&A) process vehicles (e.g. Enterprise Mission Assurance Support Service (eMASS), AF Ports Protocol Services Management (PPSM), AF Software Approval) to produce Authority to Operate (ATO), Interim Authority to Operate (IATO), Authority to Connect (ATC), Interim Authority to Connect (IATC)
- Command Cyber Readiness Inspection process vehicles (e.g. CMRS, Assured Compliance Assessment Solution (ACAS), Host Based Security System (HBSS), DISA Checklist, such as STIGs)
- U.S. Cyber Commands (USCYBERCOM)/DISA CCRI Scoring Tools (option to utilize the AF "Cyber Ready 365")
- Proficiency in Microsoft Office Suite products and SharePoint collaborative tools used in tracking and reporting A&A actions.
- In-depth experience with DISA STIGs and by-product analysis.



APPENDIX C: WORKLOAD ESTIMATES

Workload Estimates: The quantities, as stated herein, are estimates and, as such, are subject to variations. These estimates are not conclusive. These estimates are provided for the contractor to understand the full scope of workload to be performed; complete requirement descriptions are outlined further throughout the PWS.

The table below lists overall functions and the tasks. The column titled “Est Monthly Hrs” represents the monthly total of hours spent performing the task. The column titled “Number of Events” represents the number of occurrences of that event within a month. The contractor shall be responsible for providing feedback to the Government if these workload estimates are found to have a range variation of greater than 15%. These figures are based on historical data and are not intended to alter the firm fixed priced nature of performing this work.

USAFE/AFRICA WORKLOAD ESTIMATE - COMMUNICATIONS DIRECTORATE (A6) TO

Estimated Workload	Location	Est Monthly Hrs.
CCRI/CCORI and RMF Management Support to USAFE-AFAFRICA A6	Ramstein AB	320 (2 FTE)
CCRI/CCORI and RMF Management Support to 86 TH CS	Ramstein AB	320 (2 FTE)
CCRI/CCORI and RMF Management Support to 48 TH CS	RAF Lakenheath	320 (2 FTE)
CCRI/CCORI and RMF Management Support to 31 ST CS	Aviano AB	160 (1 FTE)
CCRI/CCORI and RMF Management Support to 52 ND CS	Spangdahlem AB	160 (1 FTE)
TOTAL		1280

NOTE: Once a Memorandum of Agreement (MOA) is finalized/authorized by the A6 Director, one (1) of contractors assigned to USAFE-AFAFRICA A6 will support Air Force Space Command (AFSPC) 691 Cyber Operations Squadron to provide situational awareness for enterprise tools in support of CCRI/CCORI and RMF.



GSA, FAS AAS Region 3
ID03180055 Cyber Readiness Support Services
ORIGINAL 06 JULY 2018

APPENDIX D: HARDWARE AND SOFTWARE OVERVIEW.

D.1. Reserved



Appendix E: NONDISCLOSURE AGREEMENT FOR CONTRACTOR EMPLOYEES

I, _____ (print or type name), as an employee of _____ (insert name of company), a contractor acting under contract to HQ USAFE/AFAFRICA A6 Communications Directorate, in administering support under the Task Order pursuant to contract number: _____ (insert number), Task Order: _____ (insert number), agree not to disclose to any individual business entity or anyone within _____ (insert name of employee company or sub-contractors company) or outside of the company who has not signed a nondisclosure agreement for the purposes of performing this contract: any sensitive, proprietary or source selection information contained in or accessible through the _____ (insert project name) project. Proprietary information/data will be handled in accordance with Government regulations.

I understand that information/data I may be aware of, or possess, as a result of my assignment under this contract may be considered sensitive or proprietary by HQ USAFE/AFAFRICA. The contractor's responsibility for proper use and protection from unauthorized disclosure of sensitive, proprietary and source selection information is described in Federal Acquisition Regulation (FAR) section 3.104-5(b). Pursuant to FAR 3.104-5, I agree not to appropriate such information for my own use or to release or discuss such information for my own use or to release it to or discuss it with third parties unless specifically authorized in writing to do so, as provided above.

This agreement shall continue for a term of 5 years from the date upon which I last have access to the information there from. Upon expiration of this agreement, I have a continuing obligation not to disclose sensitive, proprietary, or source selection information to any person or legal entity unless that person or legal entity is authorized by the head of the agency or the contracting agency or the contracting officer to receive such information. I understand violations of this agreement are subject to administrative, civil and criminal sanctions.

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER TITLE 18, UNITED STATES CODE, SECTION 1001.

(Signature of Contractor Employee) Date

(Signature of Contractor representative and title) Date

Received by: Date
Office symbol



Appendix F: QUALITY ASSURANCE SERVEILLANCE PLAN

This QASP defines how the Government will monitor performance to ensure that services meet the objectives and requirements stated in the Performance Work Statement (PWS). Surveillance will be accomplished as follows:

This task order will be administered by the individuals listed in PWS Points of Contact. The GSA Contracting Officer (CO) has authority and responsibility for the Task Order award and executing any modifications or changes arising during the administration of this task order. The GSA Contracting Officer's Representative (COR) and USAFE Representative will be responsible for quality assurance surveillance. Responsibilities delegated to the GSA COR will be described in a designation letter. No individual administering this task order, other than a GSA Contracting Officer, shall have the authority to delete, change, waive, or negotiate any of the technical requirements or other terms and conditions of the task order. Should a change become necessary, it must be made by a modification issued by a GSA CO.

GSA and USAFE will hold a post-award conference (kick-off meeting or teleconference) with the Contractor and Client Agency personnel to establish a foundation for good communications and ensure all parties have a clear and mutual understanding of requirements. The post-award conference will include introductions; a discussion of local policies, procedures, and reporting requirements; a review of any applicable performance standards; and an overview of GSA's invoicing process. All parties will be afforded an opportunity to address any questions germane to task order performance.

The USAFE Representative will provide day-to-day oversight of the task order, and have responsibility for overseeing technical, schedule, quality, cost, and all performance measures. The USAFE Representative will be responsible for acceptance of all work products, as applicable, and will review, receive, and accept contractor invoices.

The Service Delivery Summary (SDS) Matrix, which includes measurable performance standards with corresponding acceptable quality levels (AQLs) and specific criteria, will serve as the basis for monitoring and validating the quality of services and determining whether associated performance incentives, if any, have been attained.

The USAFE Representative in consultation with the GSA COR will review performance against stated measures of success and verify that deliverables conform to criteria in the PWS. Government Directives and GSA internal regulations and procedures will, in general, serve as the basis for determining conformity of the work, as noted in the PWS. Work that conforms to requirements will be accepted. The Contractor will be notified in writing, or verbally when warranted, of the need for corrective action if performance does not comply with requirements. If corrective action does not result in conformance to task requirements, the GSA CO will be apprised of items that remain at variance with the requirements. The GSA CO will address areas of non-conformance, as appropriate.

The USAFE Representative and GSA COR will:

- Monitor the contractor's performance against the established schedule and the standards established in the Performance Requirements Summary
- Review the schedule periodically and discuss work accomplishments, planned activities, and problems areas or issues, if any, against task objectives
- Review monthly status reports to validate that support conforms to task order requirements and verify that reported performance results meet acceptable quality levels.
- Conduct periodic meetings or conference calls with the Contractor to discuss schedule, work quality, and performance goals; performance-based requirements; to review how effective the contractor's performance is in meeting or contributing to the agency's program performance goals; and if there problems or issues exist, discuss how they can best be addressed to mitigate any risk.
- Complete Monthly Surveillance Checklist

The USAFE Representative will certify invoices, prior to GSA proceeding with processing invoices for payment. The GSA Invoicing Technician will receive, accept, and process contractor invoices and coordinate with the GSA COR and GSA CO to make sure all invoices are billed in accordance with the task order. Monthly invoices will be reviewed on by the USAFE Representative and GSA Invoicing Technician to:



- Ensure that the overall firm fixed price for labor, and/or labor hours pricing, are in line with the Contractor's price quote;
- Verify the accuracy and validity of any charges for cost reimbursable travel services during the period. Where necessary, the Contractor will be required to furnish backup documentation to support travel expenditures reflected on the invoice

The GSA Invoicing Technician will report any deviation in the invoices to the GSA COR and GSA Contracting Officer (CO) for guidance or resolution.

The Government will document overall satisfaction with Contractor's past performance through completion of the Contractor Performance Assessment Reporting System (CPARS) Contractor Performance Report, which is then to be entered into the Past Performance Information Retrieval System (PPIRS). At a minimum, the USAFE Representative will complete the CPARS survey annually, prior to exercising an option year.



Appendix G: LOGISTICAL SUPPORT ANNEX

1 LOGISTICAL SUPPORT – GENERAL

Logistical support will be provided to contractor and subcontractor employees as outlined in this appendix. The support provided in this annex is based on pertinent Federal regulations, treaties and guidelines issued by government oversight organizations within the USAFE (United States Air Force in EUROPE) AOR (Area Of Responsibility). This annex is designed to adhere to Host Nation laws and regulations regarding the stationing of U.S. forces in their respective countries. If there is a conflict between this agreement and the laws, regulations or decisions of the host country, the host nation rules will apply and supersede the relevant area (as determined by the COR) in this annex only. Support for contractor employees who have qualified and received technical expert accreditation status (TESA) by the Director of Contract Personnel (DOCPER) and the German State Land Authority in accordance with Article 73 of the Supplemental Agreement to the NATO Status of Forces Agreement in Germany and USAREUR Regulation 600-700, will be different than support for non-TESA contractor employees.

Reimbursement for logistical support for this effort shall be no more than \$700,000.00 per year (inclusive of G&A). Logistical support is capped at the previously mentioned amount.

NOTE: The contractor shall be familiar with all requirements for contractor personnel in Germany, Italy, and United Kingdom. The host nation requirements for each country are different. For positions located in Germany, eligible contractors will receive TESA status if qualified; for positions located in Italy, eligible contractors will receive Technical Representative (TR) status if qualified; and for positions located in the United Kingdom, the contractor will NOT receive "componency" status (these positions are NOT in direct support of the intelligence mission). Contractor personnel shall comply with all United Kingdom tax laws and regulations as well as DoD and USAFE requirements for contractors. The Government shall NOT be liable for any logistical support costs outside of the scope of this task order.

1.1 Grade Equivalency Rating

The Contractor personnel are authorized General Schedule Equivalency (GSE) ratings for determining logistical support privileges and allowances. All Contractor personnel will be designated as GSE-12 (GS-12 Equivalent) with step 5 grading.

The GSE designation will be utilized when determining privileges with respect to logistics support and official travel (i.e. club membership and billeting) and combined with their step rating to determine Contractor's allowances (Post Allowance, Danger Pay, and Post Differential) and privileges with respect to logistics support and official travel (such as club membership and billeting).

1.2 Household Allowance Disclosure

The Contractor shall prevent double-dipping where it may cause the Government to pay/reimburse more than once for the same allowance. Many allowances are based upon status of the employee and other members of the household. The household may include family members as defined in this annex, partners, or other tenants. The Contractor employee must report and (upon request) provide documentation for all overseas allowances received where any tenant is a Government employee (active duty or civilian) or an employee working on a United States Government contract. Furthermore, the employee must report changes in status within 60 days of occurrence. Failure to fully disclose information initially or providing status changes may result in removal from the task order at no cost to the Government.

2 LOGISTICAL SUPPORT

The U.S. Government will provide logistical support to eligible contractor employees, their spouses and family members as identified in the following paragraphs.



NOTE: The Government will only provide logistical support for TESA approved contractor personnel.

2.1 Logistical Support Privileges

Logistical support is subject to local rules and regulations as well as authorization of the Garrison Commander or Base Support Commander. If available and authorized by the Commander the privileges listed below are allowed by the contract to SOFA approved contractors in the European AOR. The below privileges may be revoked, all or in part, if misused:

- Commissary and AAFES-EUR Facilities including rationed items (USAREUR Reg 600-702)
- Military Exchange including rationed items
- Military Banking and Credit Union Facilities
- Military Postal Service
- Dining facilities
- Mortuary Service (AR 638-2)
- Officer or enlisted clubs
- Transient Billets
- Customs Exemption
- Legal Assistance
- DODDS services (DOD Dir 1342.13) on a space-available, tuition-payable basis
- Housing referral services
- POV (privately owned vehicle) Registration
- Purchase of POL (petroleum and oil products)
- Driver Licensing
- Pet Registration and Control
- Firearm Registration and Control
- Morale/Welfare Recreation Services
- Armed Forces Recreation Center (AFRC) Facilities
- Army Continuing Education Services
- Passport Services
- Government (non-tactical) transportation for official contract requirements
- Medical and dental services (AR 40-3 and AR 40-330) on a reimbursable, space available basis
- NATO Status of Forces Agreement Stamp / documentation (Germany Only)
- The VAT Form
- ID Card (GS-12 Equivalent)
- Local Government transportation when the person is on official business (AR 58-1).

NOTE: Non-TESA contractors only receive transient billets when TDY outside of Germany, ID Card, and Government transportation for official business.

2.2 Overseas Allowances

In addition to the privileges listed above the Contract allows for several allowances consequent to residing and working overseas to be reimbursed by the Government. These allowances like the privileges are only authorized for Contractor employees who have attained SOFA status. These allowances only consider expenses establishing Contractor employees at the task order place of performance, maintaining the employee while there, and repatriating the employee when finished. With the exception of travel and shipment of household items (to include POV) to/from CONUS location, only costs incurred at the task order place of performance will be considered.

Relocation Allowances includes travel for employee to include family members; shipment of household goods and one POV; and Temporary Living and Subsistence Allowance. Maintenance Allowances includes a Foreign Transfer Allowance; a



Housing Allowance; a Post Allowance; and an Education Allowance. Repatriation Allowances include travel for employee to include family members and shipment of household goods and one POV.

2.3 Other Allowances and Authorizations

Other allowances and authorization include Contractor travel in performance of this task order, Danger Pay, Post Differential, Deployment Training, and Deployment Personal Protective Equipment.

3 RELOCATION ALLOWANCES

The allowances in this section must be utilized at the time the Contractor employee is located at the Task Order place of performance. In order for a relocation to be considered allowable (reimbursable) the move must meet the “50 mile rule” as defined by the IRS and JTR. Post –award the Contractor shall provide their policies in regards to these allowances for incorporation into this annex.

3.1 Overarching Guidance

The Contractor shall manage relocations to meet the following requirements:

- The number of relocations that occur during the life of this contract shall not exceed the number of mandatory FTE’s authorized upon contract award.
- The individual components of the relocation (i.e. allowable weight of household goods, number of POV’s authorized shipment...etc) shall not exceed that which a Government civilian is authorized.
- Relocation allowance is based upon the cost to move a Contractor employee from their CONUS place of hire to the task order place of performance. Should the Contractor employee be hired in an OCONUS area then the cost may not exceed that of moving like employee (and family unit) from the Contractor’s corporate headquarters to the task order place of performance.
- Travel time from the Contractor employee place of hire is not an allowable direct cost as performance does not start until after arrival at the task order place of performance

NOTE: The cost for relocation is included in the maximum cost of \$150,000.00 per year.

3.2 Household Goods and POV Shipment Minimum Requirements

The Government requires the Contractor’s relocation package to contain the following components as a minimum:

- Transportation for the employee and dependent family members.
- Shipment of one Privately Owned Vehicle (POV).
- Shipment of 12,000 lbs of Household Goods to include up to 60 days temporary storage if necessary
- Insurance cost of shipped POV and HHG.

NOTES: The Government will not have any liability for damage to a shipped POV and HHG other than the insurance premium for such shipments. The Contractor may exceed these allowances provided they stay within FTR/JTR authorizations.

3.3 Temporary Quarters Subsistence Allowance – TQSA

Temporary quarter’s subsistence allowance is an allowance granted to a contractor employee for the reasonable cost of temporary quarters, meals and laundry expenses incurred by the contractor employee and/or family members.

The temporary quarters subsistence allowance is intended to assist in covering the average cost of adequate but not elaborate or unnecessarily expensive accommodations in a hotel, pension, or other transient-type quarters at the



place of performance, plus reasonable meal and laundry expenses for no more than 30 days after first arrival at a place of performance in a foreign area.

3.3.1 Commencement and Termination

TQSA granted to a contractor employee shall commence the date the employee arrives at a new post and terminate as of the earliest of the following dates:

- On the 31st day following first arrival of the contractor employee
- Date of separation from the task order.

NOTE: Housing and Post Allowance will start on the 31st day or when the employee moves to a permanent quarters (whichever is sooner), regardless of the employees living arrangements. Should the employee still be in temporary quarters, receipts from the lodging may be used to substantiate their Housing allowance.

3.3.2 Determination of Rate

To determine the rate TQSA is broken into its two components Temporary Quarters allowance and Subsistence allowance. Both components are based on the daily per diem amounts with the Contract employee receiving 65% of the published amount and each dependent receiving 35% regardless of age and both are authorized for a fixed 30-day period. The difference is in the method it is reimbursed.

Temporary Quarters shall be based on the actual cost of lodging NTE a ceiling derived from per diem's maximum lodging amount where the employee is authorized 65% and each dependents (regardless of age) are authorized 35% of the published rate times 30-days.

Subsistence shall be a fixed amount calculated by using per diem's MI&E rate applying 65% for the employee and 35% multiplied by a maximum 30-days.

3.3.3 Special Rules

If the Contractor employee's spouse is either a civilian or contract employee of the U.S. Government relocating to the same post, the allowances listed above may not be utilized by both employees. In this situation one employee is to be listed as a sponsor and the other employee is to be listed as a dependent for allowance determination.

Temporary quarters must have been needed and used during the relocation. For example, an employee moving directly into permanent lodging would not be authorized the TQSA. Additionally, staying in no cost quarters will result in the employee receiving the MI&E only.

The Contractor employee and dependents must actually be at the task order place of performance in order to be authorized TQSA.

4 MAINTENANCE ALLOWANCES

The allowances in this section are allowed only after the Contractor employee has arrived at the task order place of performance. They consist of a mixture of one time (foreign transfer allowance), short duration (TQSA), and long term recurring (Housing, Post Allowance, and Education Allowance) allowances.

4.1 Foreign Transfer Allowance – Miscellaneous Expense Portion Only



This allowance is for extraordinary, necessary and reasonable expenses, not otherwise compensated for, incurred by an employee incident to establishing him or herself at any post of assignment in a foreign area. Except as noted in this section the DSSR section 242.1 will be used to govern Foreign Transfer Allowance Miscellaneous Expenses Portion. The other portions of the Foreign Transfer Allowance are not authorized.

The GSE grade of the Contractor employee (GSE-12) at step 5 shall be used as for all salary calculations.

4.2 Housing Allowance

Housing Allowance means a quarters allowance granted to a contractor employee for the annual cost of suitable, adequate, living quarters for the contractor employee and his/her family. LQA rates are designed to cover substantially all of the average contractor employee's costs for rent, heat, light, fuel, gas, electricity, water, taxes levied by the local government and required by law or custom to be paid by the lessee, insurance required by local law to be paid by the lessee, and agent's fee required by law or custom to be paid by lessee.

Except as noted in this section the DSSR section 130 will be used to govern Contractor Housing Allowance with the rates coming from Section 920 for the designated Place of Performance. Maximum allowable rate will not exceed the LQA Group 3 (see DSSR 135.2) rates based on the actual number of dependents residing with the Contractor employee.

Housing Allowance Rates can be found at https://aoprals.state.gov/Web920/location.asp?menu_id=95

4.2.1 Commencement and Termination

Housing allowance will commence the day following termination of TQSA or when permanent living quarters are occupied, whichever is later.

The allowance shall continue for as long as the Contractor employee remains in a full-time billable status on the task order or:

- a. while the Contractor employee is in non-billable status not in excess of 30 calendar days
- b. not to exceed 60 calendar days when the contractor employee dies and expense continues to be incurred for lease termination or family housing prior to the family's final departure from the post;
- c. while the contractor employee is temporarily absent from the post under orders (TDY);
- d. or initiates pre-departure TQA, whichever is sooner.

4.2.2 Special Rules

4.2.2.1 Multiple Household Members Receiving Housing Allowance

When computing allowances for married couples where the spouse is a Government employee either active duty or civilian no LQA or (COLA or Post Allowance) is not authorized. The onus is upon the individual employee to declare their spouse's OHA or LQA authorization in a timely manner.

When computing allowances for married couples where both are employees on this Task Order, only one employee will receive the authorization.

When computing allowances for individuals who share a single house or apartment and the other individual or individuals are active duty members or Government employees receiving OHA or LQA then actual costs not to exceed the DSSR. Note actual cost is determined by taking the lease amount and utility cost and dividing it by the number of occupants receiving housing allowance.



Failure to declare status or change of status shall result in the individual employee removal from the task order and the Contractor providing reimbursement of the amount bill to date.

4.3 Post Allowance (Cost of Living Allowance – COLA)

Post allowance is a cost-of-living allowance granted to a contractor employee officially stationed at a post in a foreign area where the cost of living, exclusive of quarter's costs, is substantially higher than in Washington, D.C. Except as noted in this section the DSSR section 220 will be used to govern Contractor Post Allowance with the rates coming from the table in Section 229.

Post allowance will be calculated not on the Contractor employee's salary but rather using the GS pay scale of a step 5 at the employee's GSE grade (GSE-12 Step 5).

Post allowance shall be built into the contractor's firm fixed price for labor.

4.4 Education Allowance

Education allowance is an allowance to assist a contractor employee in meeting the extraordinary and necessary expenses incurred by a contractor employee by reason of service in a foreign area, not otherwise compensated for, in providing adequate elementary and secondary education for dependent children. The education allowance is designed to assist in defraying those costs necessary to obtain educational services which are ordinarily provided without charge by the public schools in the United States. Except as noted in this section, the DSSR section 270 will be used to govern Education Allowances.

An employee has freedom of choice in school selection to include homeschooling with reimbursement up to the rate cited by the Department of Defense Dependent Schools (DoDDS)– Europe or for homeschooling the DSSR section 274.11.b.

Government personnel go through a mandatory screening process to determine if the requirements of children with special needs can be met by the local DoDDS facility and staff however no such mandatory process exists for the dependents of Contractor employees. It is incumbent upon the Contractor to determine if the special needs of the dependents of their employees can be met. The Government will not be liable or reimburse any expense above that which DoDDS publishes for basic tuition.

Education Allowances are only allowable for a maximum of two (2) dependent children who reside with the Contractor Employee at the Task Order Place of performance, with the below exception:

Contractor employees who remain at the task order place of performance from the predecessor TMCC task order will receive reimbursement based on the number of children who currently reside with the contractor employee at the Task Order Place of performance; but shall not exceed the **COST** of the applicable DSSR education allowance rate for 2 dependents. For these designated contractor employees, the education allowance shall not exceed the allowable amount for home study/private institution according to DSSR Section 270, and the total cost for all students shall not exceed that of 2 students in DoDDS. The contractor shall email the Contracting Officer to obtain approval prior to incurring costs for all education costs. Additionally, receipts must be provided for actuals with the invoice submission to be reimbursed.

DSSR Section 280 does not apply to Contractor employees or their dependents.

4.5 Temporary Quarters Allowance (TQA)– Departure

Temporary quarter's allowance is an allowance granted to a contractor employee for the reasonable cost of temporary quarters immediately prior to departing the task order by the contractor employee and/or family members.



The temporary quarters subsistence allowance is intended to assist in covering the average cost of adequate but not elaborate or unnecessarily expensive accommodations in a hotel, pension, or other transient-type quarters at the place of performance.

4.5.1 Commencement and Termination

TQA granted to a contractor employee shall commence not earlier than 10 days prior their final work day on the task order and terminates on the morning following their final day.

4.5.2 Determination of Rate

TQA shall be based on the actual cost of lodging not to exceed a ceiling derived from per diem's maximum lodging amount where the employee is authorized 65% and each dependents (regardless of age) are authorized 35% of the published rate for 10-days.

4.5.3 Special Rules

The employee may not receive both a Housing Allowance and TQA at the same time.

If the Contractor employee's spouse is either civilian or contract employees of the U.S. Government relocating to the same post, the allowances listed above may not be utilized by both employees. In this situation one employee is to be listed as a sponsor and the other employee is to be listed as a dependent for allowance determination.

The Contractor employee and dependents must actually be at the task order place of performance in order to be authorized TQA.

4.6 Continuation of Allowances – Special Circumstances

Housing, Post, and Educational allowances shall continue when it is determined to be in the public interest by the COR and:

- While the Contractor employee is in a non-billable status for a period not to exceed 30 days
- When the contractor employee dies and expense continues to be incurred for lease termination or family housing prior to the family's final departure (not to exceed 60 calendar days)
- While the contractor employee is temporarily absent from the post under military orders

5 TEMPORARY DUTY (TDY) TRAVEL

The Government will require contractor personnel to travel to other designated sites to perform work IAW this TO. Contractor TDY support on site support at these locations shall be in compliance with TESA requirements, i.e., 90 days TDY TESA or TDY "FAX-BACK" status. The contractor shall conduct all travel with the approval of the COR under a written Travel Authorization (TA) in accordance with this annex and the Federal Travel Regulation (FTR). The Government may provide in-country transportation "For official use only" (FOUO). All contractor personnel employed under this Task Order shall possess required passports and Visas and will have obtained all required immunizations prior to Continental United States (CONUS) departure.

Except as noted in this section, the JFTR will be used to govern TDY travel with the rates determined by GSA for CONUS locations and the Department of State for OCONUS locations

5.1 Travel Requirements

All air travel shall be on an American flag carrier, when available, in accordance with the FAR Part 52, Clause 52.247-63,



Preference for U.S.-Flag Air Carriers. Specifically, when a U.S. carrier is not available the contractor shall include a statement on the invoice IAW Paragraph 52.247.63(d).

The contractor shall use the most economical means for air travel provided that they are first following the Fly America Act.

5.2 Use of Government Transportation and Lodging Facilities

The Government may permit travel on DoD aircraft to satisfy mission requirements in this Task Order, for PCS or TDY travel, at the discretion of the local commander and approved by the COR.

The Government may require Contractor personnel to stay in Government facilities either at no cost or reimbursable, if available. In such case M&IE rates will not be impacted.

5.3 Itinerary variation

When circumstances arise after travel begins requiring itinerary variation and will increase the cost of the TDY assignment, the Contractor will notify the COR once becoming aware of the required change to obtain either authorization. While the initial request and response may be verbal, the Contractor must follow-up in writing and receive written authorization from the COR.

5.4 Field Conditions

The Government may declare certain deployments as being under "Field Conditions", in such cases Contractor employees will be lodged and provide meals at no cost in the same manner as their customer they are supporting. When this occurs only the "On-base Incidental Rate" will apply.

5.5 Special Rules

Travel time NTE 8 hours per travel day may be either billed as labor or used as compensated time off.

The per diem rate is determined based on the traveler's TDY location not the lodging location.

Per diem allowances shall not be allowed when the official travel period is 12 or fewer hours. This rule also applies to permanent duty travel. For TDY travel, the prohibition applies if the total time en route and duty period from the time of departure until the time of return to the PDS is 12 or fewer hours.

Per diem allowance's M&IE (Meals and Incidental Expenses) rate will be paid at 75% of the TDY location's listed MIE rate on the first and last day of travel.

6 DANGER PAY

The danger pay allowance is designed to provide additional compensation above basic compensation to all U.S. Government civilian employees, including Chiefs of Mission, for service at places in foreign areas where there exist conditions of civil insurrection, civil war, terrorism or wartime conditions which threaten physical harm or imminent danger to the health or well-being of an employee. These conditions do not include acts characterized chiefly as economic crime. The danger pay allowance may be granted separately from any allowance of post differential and may be granted at foreign posts or country/areas which have no post differential. The amount of the danger pay cannot exceed 25 percent of basic compensation.

DSSR section 650 will be used to govern Danger Pay with the allowance calculated not on the Contractor employee's salary but rather the GS pay scale of a step 5 at the GSE-12 grade.



7 POST DIFFERENTIAL

Post Differential (aka Hardship Pay) is established for any place when, and only when, the place involves extraordinarily difficult living conditions, excessive physical hardship, or notably unhealthful conditions affecting the majority of employees officially stationed or detailed at that place. Living costs are not considered in differential determination. The State department reviews conditions at differential posts periodically (at least biennially) to insure that the payment of hardship differential shall continue only during the continuance of conditions justifying such payment.

DSSR section 500 will be used to govern Post Differential with the allowance calculated not on the Contractor employee's salary but rather the GS pay scale of a step 5 at the GSE-12 grade.

8 REPATRIATION ALLOWANCES

The allowances in this section must be utilized within 60-days of the Contractor employee's final work day on the Task Order. In order for a repatriation to be considered allowable (reimbursable) the move must meet the "50 mile rule" as defined by the IRS and JTR. Post –award the Contractor shall provide their policies in regards to these allowances for incorporation into this annex.

8.1 Overarching Guidance

The Contractor will manage repatriations to meet the following requirements:

- The number of repatriation that occur during the life of this contract shall not exceed the number of mandatory FTE's authorized upon contract award or later exercised as a new or optional requirement.
- The components of the relocation (i.e. allowable weight of household goods, number of POV's authorized shipment...etc) shall not exceed that which a Government civilian is authorized.
- Repatriation allowance is based upon the cost to move a Contractor employee from the task order place of performance to any designated CONUS location. Should the Contractor employee wish to relocate to an OCONUS area then the cost may not exceed that of moving like employee and family from the task order place of performance to the Contractor's CONUS based corporate headquarters.
- Travel time from the Contractor employee place of hire is not an allowable direct cost as performance ends with the last day of performance on the task order.

8.2 Minimum Requirements

The Government requires the Contractor's repatriation package to contain the following components as a minimum:

- Transportation for the employee and dependent family members.
- Shipment of one Privately Owned Vehicle (POV).
- Shipment of 12,000 lbs of Household Goods to include up to 60 days temporary storage if necessary
- Insurance cost of shipped POV and HHG.

NOTES: The Government will not have any liability for damage to a shipped POV and HHG other than the insurance premium for such shipments. The Contractor may exceed these allowances provided they stay within FTR/JTR authorizations

9 OTHER

9.1 Base Access



The Government will provide the credentials needed to gain access to Government installations required under this Task Order.

9.2 Misconduct

The contractor shall comply with, and be bound by USAFE Regulations concerning misconduct by any contractor employee or family member receiving logistical support.

The Contractor shall be responsible for cooperating with the appropriate military and civilian authority in the investigation of and resolution of any allegations of misconduct on the part of the contractor personnel or their family members.

In the event that the Contractor and/or family member are barred from the base or required to return to CONUS, the Government will not be liable or reimburse any expense for travel or repatriation regardless of Contractor policy.

9.3 Additional Instructions and Guidance

The contractor is responsible to ensure all logistical support (e.g. ID cards, ration cards, POV tags and registration, POV and Government-Owned Vehicle (GOV) operator's licenses, security badges, and base access passes) are returned to the COR within one work day after termination of the contract employee from the contract. This includes family members. The COR can extend the due date for any of the items listed above upon receiving a written justification as to extenuating circumstances.

In the event the Government cannot provide all or part of the logistical support listed in this annex, the contractor is not relieved from performing in accordance with all terms and conditions of this task order. Logistical support not provided by the Government will be reimbursable in accordance with invoicing procedures for Other Direct Costs (ODCs), with the prior approval of the COR.

10 CONTRACTOR EMPLOYEE DOCPER AND GERMAN TESA APPROVAL

DOCPer (Department Of Defense Contractor Personnel office) is responsible for receiving, evaluating and approving contractor employment applications before turning those applications over to the German Government for final approval. Employees receiving a TESA (Technical Expert) approval will be allowed to work in Germany. The contractor is responsible for ensuring that contractor employees not receiving TESA approval are legally able to work in Germany (i.e. work permit, etc). The Government will not become a party to any contractor or contract employee residence or tax issue.

The contractor is responsible for submitting TESA employee applications through the COR for review and approval prior to submission to DOCPer for approval in accordance with PWS Section 4.4.

The requirement for contractor personnel to secure and maintain Secret, Top Secret, and Compartmented security clearances does not guarantee that the German Government will grant a technical expert accreditation status (TESA) in accordance with Article 73 of the United States and Germany Status Of Forces Agreement (US/GE SOFA).

Reassignment or re-designation of TESA approved employees by the contractor must be approved by the COR and DOCPer.

11 DEFINITIONS

"United States", for the purposes of this section, means the several States of the United States of America, including Alaska and Hawaii, the District of Columbia, its territories or possessions, the Commonwealth of Puerto Rico and the Commonwealth of the Northern Mariana Islands.



"Family" or "family member" means one or more of the following individuals residing in the same quarters as the employee at the task order place of performance but who does not receive from the Government (either directly as an Active Duty member or Government employee or indirectly as a US Government Contractor) an allowance similar to that granted to the employee and who is not deemed to be a dependent or a member of the family of another employee for the purpose of determining the amount of a similar allowance:

- (1) spouse
- (2) children who are unmarried and under 21 years of age or, regardless of age, are incapable of self-support. The term shall include, in addition to natural offspring, step and adopted children and those under legal guardianship of the employee, of the spouse, or of the domestic partner when such children are expected to be under such legal guardianship at least until they reach 21 years of age and when dependent upon and normally residing with the guardian. Any child or children of a domestic partner of an employee shall be deemed a stepchild of the employee.
- (3) parents (including step- and legally adoptive parents) of the employee, of the spouse, or of the domestic partner, when such parents are at least 51 percent dependent on the employee for support;
- (4) sisters and brothers (including step or adoptive sisters, or step or adoptive brothers) of the employee, of the spouse, or of the domestic partner, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under 21 years of age or, regardless of age, are incapable of self-support